



Alameda County Occupational Outlook Report and Training Directory
2002-2003



Alameda County **Occupational Outlook Report and Training Directory 2002-2003**

A Product of:

The California Cooperative Occupational
Information System (CCOIS)

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California Career Resource Network

(<http://www.californiacareers.info>)

Acknowledgements



Keeping pace with the changes in the workplace has become a focus for both employers and employees in this difficult economic environment. Oakland Private Industry Council, Inc., is pleased to assist both businesses and job seekers by providing this in-depth analysis of 25 occupations in Alameda County.

Our business and workforce development partners select occupations for the study, and we thank them for their participation. Special thanks go to over 350 employers throughout Alameda County who contributed their time and information for us to complete the study.

The results are presented in this **2002-2003 Occupational Outlook Report of Alameda County**. We hope it will be a valuable tool for employers and job seekers as they navigate this shifting economy.

The project received valuable support from the State of California Employment Development Department, Labor Market Information Division. We especially want to acknowledge the assistance of Site Analysts Susan Connelly and Tony DiNapoli.

We hope you find the information valuable.

Gay Plair Cobb
Chief Executive Officer

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Introduction

Thank you for using this most recent version of the Alameda County Occupational Outlook Report. The data in this report was collected through a partnership between the Oakland Private Industry Council (Oakland PIC) and the Labor Market Information Division (LMID) of the State of California Employment Development Department (EDD). EDD maintains similar partnerships with workforce development agencies across California; this network of partnerships was established in 1986, and is called the California Cooperative Occupational Information System (CCOIS).

Our objective in this report is to provide accurate, up-to-date labor market information for use by Alameda County residents, employers and workforce developers. This information will help workers to make informed career decisions, help employers understand the current market for occupations in which they may employ workers, and help workforce development professionals understand the labor market so they can better serve their clients' needs. Policy makers, legislators, training staff, students, educators and administrators in Alameda County and the wider Bay Area will find the information valuable as well.

Data for the 25 occupations included in this report was collected between July and December 2002. Also included is a list of education and training providers **for all occupations presented in our publication** (training providers for many other occupations are *not* included). The occupational profiles were prepared from information obtained from a statistical sample made up of 15 Alameda County employers for each occupation unless otherwise noted.

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Background Information

CCOIS Overview

This report is produced as part of a statewide project called the California Cooperative Occupational Information System (CCOIS), which is a partnership between the Labor Market Information Division (LMID) of the State of California's Employment Development Department (EDD) and 33 local government and non-profit agencies. The stated mission of the CCOIS is "to improve the match between employers' needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized occupational information that results in better labor decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators, and others who assist and prepare people to obtain work."

CCOIS produces regional reports that contain information on occupations in all 58 California counties. No other source of occupational information offers the local labor market focus that is found in these Occupational Outlook Reports. The 2002-2003 Occupational Outlook Report represents the eleventh year that the Oakland Private Industry Council has conducted this study on behalf of Alameda County. This publication as well as other counties' publications can be found on the Internet at the following address:

<http://www.calmis.ca.gov/htmlfile/ccois/oor.htm>

California Career Resources Network Overview

The California Career Resources Network (CalCRN), formerly the California Occupational Information Coordinating Committee (COICC), is an inter-agency committee created by the state legislature to promote the development and use of a statewide occupational information system. The COICC played the key leadership role in developing the Training Component of the CCOIS and Occupational Outlook Report. Committee members are:

Employment Development Department
California Trade and Commerce Agency
Chancellor's Office, Community Colleges
Bureau of Private Postsecondary & Voc. Ed.
California Department of Education

Department of Rehabilitation
Department of Social Services
Employment Training Panel
California Workforce Investment Board

About the Oakland Private Industry Council

The Oakland Private Industry Council (Oakland PIC) is a private non-profit corporation founded in 1978. The mission of the Oakland PIC is to provide accessible, high quality training and employment services to the Oakland community. The Oakland Career Center EASTBAY Works, the one-stop career center system operated by the PIC, provides job search assistance, resources and information/referrals to area residents at six locations throughout the city. The Oakland PIC partners with local schools, colleges and community-based agencies to provide job seekers with a variety of job skills training programs in classroom and on-the-job settings. The Oakland PIC is also strongly connected with the local business community, providing a large diverse applicant pool to employers. Our programs are free of charge to both job seekers and employers.

Uses of the Data

We have gathered, analyzed and distributed the data in this publication with the intention that it will be used for many different purposes by a variety of organizations and individuals. Some of the most important uses include:

Career Decisions: The localized information in this report is easy to understand and includes employer requirements and preferences for each occupation, wages and benefits paid, worker supply and demand assessments, and sources of employment and training. Workforce developers and job seekers can make informed occupational choices based on their skills, abilities, interests, education and personal needs.

Curriculum Design: Training providers can use current employer needs and projected trends, as indicated in this report, as a basis for assessments and updates of their curriculum.

Vocational Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program Planners can use this information to evaluate, improve and eliminate programs, or to plan new programs.

Economic Development: Local government agencies and economic development organizations will find useful information on the local labor pool. Included are items such as occupational size, expected growth rates and wages, which are useful in determining the potential for business growth and development in Alameda County.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their training programs are developed using reliable local information.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

We hope that you will find the information in this report useful for all of these purposes. If you have questions about the use of this data, or if you would like help interpreting it, please contact the Oakland PIC's Research Department at 510.768.4408.

Methodology

Occupational Selection Process

This section describes the process used to select the 25 occupations included in this report. First, the Oakland Private Industry Council (Oakland PIC) staff identified initial criteria to narrow down the list of occupations to be surveyed. A preliminary list of occupations was developed. This list was then reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of workforce investment boards, employers from throughout Alameda County, and the Employment Development Department Labor Market Information Division (EDD-LMID). Taking into consideration the input from all of these organizations, some occupations were dropped and others added to produce a final list of 25 occupations.

The Oakland PIC applied the following criteria to narrow the list of possible survey occupations to 25:

- Each selected occupation must have a substantial employment base in the county
- There must be a substantial number of projected job openings in the county for the occupation
- There should be substantial potential for earning capacity for workers in the occupation
- The skills requirements for the occupation are impacted by some fluctuation in the labor market or emerging technology

Occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed to evaluate occupations based on the first two criteria above (substantial employment base and projected number of job openings). These tables provide past, present and future employment by occupation and projected job growth rates for the occupations in Alameda County. Using these tables, two types of occupations were selected: those that showed a strong projected growth rate; those that have a substantial employment base *and* are expected to have a substantial need for replacement employees.

Title and Definition of Occupations

Most of the occupations in this report are listed alphabetically by their Occupational Employment Statistics (OES) titles. These titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics (BLS) in May 1992. BLS uses the OES classification system nationwide to study staffing patterns within industries.

Some of the occupations examined in this report are listed by non-OES titles. These occupations do not fit OES classifications, but were included based on the needs of local users of occupational information.

Examples of occupational titles include Administrative Assistants, Electricians, Public Relations Specialists and Stock Clerks.

Survey Sample Selection

After the occupations were selected and defined, the LMID staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. One consideration in drawing the employer sample was the pattern of distribution of industries in which the occupation could be found. For example, medical assistants generally work for firms classified in the health services category, whereas administrative assistants may be scattered across several industries.

Industry title represents the economic activity in which a firm is engaged. Industries are classified according to the Standard Industry Classification (SIC) Manual. There are nine major industry classifications. Every firm in the state is classified in one or more of these detailed industry categories according to the products or services they render.

The samples were carefully reviewed and employers called to verify the company name and address, confirm the existence of the occupation at the company, and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included up to 40 employers for each occupation.

Questionnaire Development

LMID developed a standard questionnaire, a sample of which is included in this report.

Survey Procedures

The following illustrates PIC's survey procedures:

- Employers were called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study and encourage participation. Employers were eliminated at this point if they did not employ a targeted occupation.
- Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. If that was not a convenient time, employers were called back at a designated time and/or sent a survey by mail or fax.
- Employers not responding after five working days of the initial mailing were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the survey by telephone.
- To ensure accuracy and completeness, the coordinator reviewed all surveys. Employers were contacted if answers were unclear or in conflict with other responses or information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time in order to secure a finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, firms listed in the Yellow Pages, or firms listed with local cities' Chambers of Commerce.

Tabulation & Results

The survey responses were entered into a computer database provided by EDD and tabulations were produced. From those tabulations, the data was analyzed and the final occupational summaries were prepared. Each occupational summary provides information on training and hiring requirements; size of the occupation; employment trends; supply/demand assessments; wages and benefits; and other information. Specific employer identification is and will remain confidential.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Report Distribution

The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected.

The Occupational Outlook Report is also distributed to high schools and community colleges, career counselors, vocational rehabilitation offices, employers, human service agencies, and library systems throughout Alameda County.

The 2002-2003 Occupational Outlook Report is accessible at the PIC's web site:
<http://www.oaklandpic.org>

About the Occupational Summaries

The following descriptions are provided to explain each section of the occupational summaries. Occupations are listed alphabetically by their title. The OES Code is provided at the beginning of each summary. The number of responding firms is provided at the end of each summary.

Response Chart

When reference is made to "all", "almost all", "most", "many", "some", or "few", the following definitions apply:

All:	100% of the survey respondents
Almost All:	80% up to but not including 100% of survey respondents
Most:	60% up to but not including 80% of survey respondents
Many:	40% up to but not including 60% of survey respondents
Some:	20% up to but not including 40% of survey respondents
Few:	Less than 20% of survey respondents

Description

The titles and descriptions are based on the OES Dictionary, published by the Bureau of Labor Statistics, May 1992.

Employment Trends

Size of Occupation

This is an estimate of the number of workers in the occupation in Alameda County. Usually, this was an interpolation from the occupational projections produced by EDD.

The term used to describe the employment level of a particular occupation refers to the estimated number of workers in the occupation. Occupational size in Alameda County is measured on the following scale.

Small	=	1,093 and less
Medium	=	1,094 - 2,187
Large	=	2,188 - 4,739
Very Large	=	4,740 and above

Gender

The gender profile is reported as a percentage of the employees working for the employers surveyed.

Supply/Demand

This section reports the turnover rate for the occupation within surveyed firms, the number of new hires reported to fill vacancies, and the degree of difficulty employers report when recruiting experienced and/or inexperienced applicants who meet their hiring qualifications.

The terms used in this section illustrate the local supply and demand characteristics at the time of the survey. Results are reported based on the calculation of a weighted average.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find a little competition in their job search.

Very Difficult: Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Turnover

Turnover is reported as a percentage. It is based on vacancies (resulting from promotions and employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in the occupation minus the number hired to fill new positions.

Recruiting Methods

This section provides a list of employer responses regarding their sources used to recruit new employees for the occupation. It reflects the three most used recruiting methods.

Where the Jobs Are

This section identifies the major sources of employment for each occupation. The list is not all-inclusive, but highlights industries which comprise a significant share of employment. The industry titles are taken from the Standard Industrial Classification (SIC) as used in Occupational Forecast Tables supplied by LMID/EDD.

Projections

This section includes information from employer' responses and from EDD's Projections and Planning Information estimates for Alameda County. Projections are an overview of decline, stability or growth of job opportunities in relation to overall employment opportunities for Alameda County. EDD Projection data reflect broader trends based on statewide staffing patterns. Employers' responses to the questionnaire are what they foresee happening based on their own experience. This is generally driven by the business cycle, which is short-term. EDD Projections cover a seven-year period, which is a longer outlook.

Employer Forecast

In this section, employment levels in the occupation are assessed for the past year and for the next two years. Here, the employment levels are measured by whether responding employers felt the occupation would decline, remain stable or grow.

Growth Rate

This section provides the projected seven-year new job growth rate and compares each occupation's growth rate to the average new job growth rate over seven years (25%, 1997 - 2004) for the county. The standard terms used to describe the rate of growth for each occupation are as follows:

Much Faster than Average	=	37.5% and above
Faster than Average	=	27.5% - 37.4%
Average	=	22.5% - 27.4%
Slower than Average	=	22.4 % and below
Remain Stable	=	zero
Decline	=	negative projection

Wages and Benefits

Hourly Wages

The standard definition of wage data categories enables comparison of non-union and union salary ranges across occupations. The data are not intended to represent official prevailing wages. The wages are based primarily on employer surveys and contracts with labor unions or collective bargaining units. Union wages are reported separately when the percent of union employers is 20 to 80 percent of the surveyed employers. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. Extreme wages are not included in this report. Wages reported are based on data collected from July 2002 through December 2002 and reflect the following categories:

Entry Level/No Experience:	The wages of persons trained or untrained, but with no paid experience in the occupation.
Experienced/New to Firm:	The starting wages paid to journey-level or experienced workers newly hired at the firm.
3+ Years Experience with Firm:	The wages generally paid to workers with at least three years journey-level experience at the firm.

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Wages reported reflect the minimum wage that was in effect at the time the occupations were surveyed. The minimum wage in effect as of January 1st, 2001 was \$6.25 per hour.

Benefits

Employee benefits for both full-time and part-time workers are presented in this section. The data shows the percentage of employers that pay for all the costs of each benefit, the percentage of employers where the employee pays for all the costs, the percentage of employers where the employer and the employee share the costs.

The wages and benefits included in this report are those paid and provided by employers participating in the study.

Employer Requirements

Education

This section identifies the minimum level of formal education that firms require when hiring a candidate into the specific occupation. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Training and Experience

This part of the report reflects employers' requirements for the amount and type of training required for the occupation as well as the degree to which they accept training as a substitute for experience. Also reported is the type of previous work experience and the number of months required prior to employment.

Computer Software Skills

This section represents what surveyed employers reported as a requirement in terms of computer software skills. This includes word processing, spreadsheet, database, desktop publishing and other reported application requirements.

Skills and Abilities

The basic skills, knowledge, abilities, and certification described in this section are those preferred by most employers. Computer related skills are from the surveyed employers. The need for a license or certificate is identified here.

Other Information

Union

This is the percentage of responding employers who report employees as members of a union or collective bargaining unit.

Hours

The distribution of full-time, part-time, on-call, temporary and seasonal employees are reported, along with the average number of hours worked per week.

Shifts

Four categories: Day, Swing, Graveyard and Other (includes alternate evening, afternoon, or weekend schedules) are reported based on employer responses.

Promotional Opportunities

This section identifies promotional positions as identified by responding employers.

Training Providers

Please refer to Appendix A for a list of schools in Alameda County offering courses related to the occupations studied in 2002. Local schools offering related training programs are listed alphabetically for each occupation surveyed. Please refer to the California Training and Education Providers website (<http://www.soicc.ca.gov/CTEP/>) for further program information.

Training data was collected in the spring of 2002. The Employment Development Department (EDD) does not endorse the schools listed. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Occupational Summaries

Administrative Assistants

Non-OES Code:169167997

Administrative Assistants aid executives by coordinating, analyzing, and improving office services such as personnel, budget and operating practices. They analyze personnel requirements, study methods of improving performance standards, and analyze jobs for wage and salary adjustments and promotions. They analyze budgetary requirements and expenditures, and study methods to implement cost reduction. They analyze operating practices and create new systems or revise established procedures to simplify and improve reporting policies, prepare reports with recommendations for keeping systems, forms control, office layout or suggestion systems. They interpret operating policies, prepare reports with recommendations for solutions to administrative problems and answer correspondence. They may direct services, such as maintenance repair, supplies and mail.

Wages and Benefits Offered

Wages (Union and Non-Union)

	Low	High	Median
New hires, no experience	\$11.00	\$24.81	\$13.83
New hires with experience	\$11.51	\$22.78	\$16.00
3 years with firm, with experience	\$12.47	\$25.55	\$18.75

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T			F/T	P/T
Medical	67%	None	24%	14%	None	None
Dental	67%	None	24%	14%	None	None
Vision	67%	5%	14%	5%	None	None
Life	52%	5%	5%	None	None	None
Sick Leave	90%	14%	None	None	None	None
Vacation	90%	14%	None	None	None	None
Retirement	57%	None	14%	10%	None	None
Child Care	5%	None	None	None	None	None
Other	10%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 23

Temporary/On-Call Workers: 40

Seasonal Workers: None

Work Shifts

Day (100% of employers)

Where the Jobs Are

Administrative Assistants may find employment in almost any non-retail organization of sufficient size, including: government and education; service and manufacturing businesses; communications; entertainment and media; transportation companies; and personnel agencies.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Not Difficult

Recruitment Methods

Internet	67% use
Newspaper ads	62% use
Employee referrals	57% use

Turnover

Annual percentage rate of job turnover: 29%

Union/Collective Bargaining

Few employers (10%) reported union membership in this occupation. Unionized respondents belong to health care workers or teacher's unions.

Promotional Opportunities

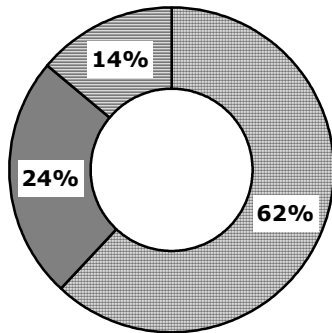
Employers reported promoting from this occupation to occupations such as Receptionist, Coordinator, Office Manager/Assistant Manager/Accounting Manager, Development/Program Associate, Department Head and Director.

Employers reported that job knowledge, good communication and organizational skills, leadership ability, analytical ability, and initiative are the most important skills and attributes for career advancement.

Administrative Assistants

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	71%	14%	14%

Prior experience required (on average): 29 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	72%	28%

Experience from other occupations (receptionist, any similar clerical occupation) accepted (on average): 21 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	50%	50%

Months of training that can be substituted for experience (on average): 12 mo.

	Yes	No	Preferred
Technical or vocational training required?	14%	71%	14%

Months of technical or vocational training required (on average): 13 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None, but some employers (28%) require or prefer formal or on-the job training in general clerical and business functions.

Technical or Job Specific Skills:

- Basic computer operation
- Other skills may vary depending on the function of the organization

Personal Attributes:

- Good communication skills and phone etiquette
- Good organizational ability
- Good judgment and initiative

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database (e.g., Filemaker Pro)
- Desktop publishing/presentation (e.g., Microsoft PowerPoint)
- Microsoft Outlook software
- Quicken software

Projections

Employment Development Department Projections

Size of Occupation: Not available for this occupation, but probably Very Large

Estimated Growth: Not available for this occupation

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	14%	86%	None
Next 24 mo.	10%	76%	14%

Other Information

21 firms responded to the survey for this occupation.

There are 87 employees in this occupation among responding firms, of which 15% are male and 85% are female.

Assemblers – Electrical and Electronic Equipment - Precision

OES Code: 931140

Assemblers of Electrical and Electronic Equipment – Precision assemble or modify prototypes of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems or appliances. Workers who primarily assemble electrical systems for machinery are included.

Wages and Benefits Offered

Wages (Union and Non-Union)

	Low	High	Median
New hires, no experience	\$6.75	\$10.00	\$8.00
New hires with experience	\$9.00	\$18.00	\$10.43
3 years with firm, with experience	\$10.00	\$20.00	\$14.50

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	27%	7%	53%	7%	None	None
Dental	27%	7%	47%	7%	None	None
Vision	27%	7%	47%	7%	None	None
Life	33%	None	40%	7%	None	None
Sick Leave	40%	None	27%	7%	None	None
Vacation	40%	None	27%	7%	None	None
Retirement	33%	None	33%	7%	None	None
Child Care	7%	None	13%	7%	None	None
Other	None	None	13%	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 18

Temporary/On-Call Workers: 50

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (20% of employers), Weekend (7% of employers)

Where the Jobs Are

Assemblers of Electrical and Electronic Equipment – Precision may find employment at manufacturers of: electronic components and accessories; communications equipment; and computer and office equipment.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Newspaper ads	60% use
Employee referrals	53% use
Walk-in applicants	53% use

Turnover

Annual percentage rate of job turnover: 3%

Union/Collective Bargaining

Few firms (7%) reported union membership in this occupation. Employees who are unionized belong to a Teamsters Union Local.

Promotional Opportunities

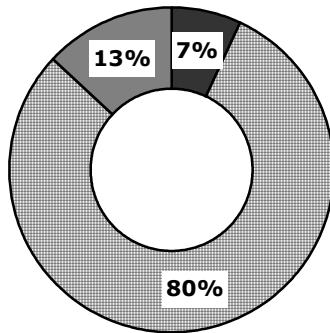
Employers reported promoting from this occupation to occupations such as Lead/Senior Assembler, Technician, Assembly Supervisor/Manager, Quality Control, or Machine Operator.

Employers reported that job knowledge (including specific technical skills), communication or "people" skills, good motor skills, dependability and responsibility are the most important skills and attributes for career advancement.

Assemblers – Electrical and Electronic Equipment

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	67%	20%	13%

Prior experience required (on average): 18 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	42%	58%

Experience from other occupations (technical positions, mechanical technician, auto stereo repair) accepted (on average): 13 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	67%	33%

Months of training that can be substituted for experience (on average): 8 mo.

	Yes	No	Preferred
Technical or vocational training required?	20%	53%	27%

Months of technical or vocational training required (on average): 12 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- A few employers (13%) require an associate's degree in electronics or a related field such as computer science.

Technical or Job Specific Skills:

- A few employers (13%) require previous training in any technical (computer or electronics-related) occupation. A few (7%) require training specifically in electrical or electronic assembly.

Personal Attributes:

- Good motor skills and hand-eye coordination

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database
- SAP software

Projections

Employment Development Department Projections

Size of Occupation: Medium (1,093 to 2,184 employees)

Estimated Growth: 4.4% per year (much faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	27%	53%	20%
Next 24 mo.	47%	53%	None

Other Information

15 firms responded to the survey for this occupation.

There are 482 employees in this occupation among responding firms, of which 43% are male and 57% are female.

Child Care Workers

OES Code: 680380

Child Care Workers attend children at school, businesses and institutions, performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Workers whose primary function is to teach in a structured setting are not included.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$12.00	\$19.18	\$14.00
New hires with experience	\$12.61	\$19.18	\$13.48
3 years with firm, with experience	\$13.92	\$23.49	\$15.10

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$6.75	\$10.00	\$7.00
New hires with experience	\$7.00	\$13.00	\$9.00
3 years with firm, with experience	\$8.00	\$17.00	\$12.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	24%	6%	47%	35%	None	6%
Dental	24%	6%	41%	29%	None	6%
Vision	18%	6%	41%	18%	None	6%
Life	24%	6%	12%	24%	None	6%
Sick Leave	71%	41%	6%	6%	None	None
Vacation	71%	41%	6%	6%	None	None
Retirement	29%	6%	18%	35%	12%	6%
Child Care	24%	6%	None	6%	None	None
Other	12%	18%	None	6%	None	None

* "Other" benefits cited for this occupation include: scholarships, cash payments with which to purchase benefits, or free services from the company.

Hours Worked (Average Per Week)

Full-Time Workers: 39

Part-Time Workers: 24

Temporary/On-Call Workers: None

Seasonal Workers: 10

Work Shifts

Day (100% of employers), Swing (6% of employers), Graveyard (6% of employers)

Where the Jobs Are

Child Care Workers may find employment at: child day care services; religious, civic and social organizations; elementary and secondary schools; and child residential and day care services.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult*

Inexperienced: Moderately Difficult*

* Firms with higher education requirements and firms that pay lower wages report greater difficulty finding qualified applicants.

Recruitment Methods

Newspaper ads	59% use
Employee referrals	47% use
Walk-in applicants	41% use

Turnover

Annual percentage rate of job turnover: 70%

Union/Collective Bargaining

Some employers (24%) reported union membership in this occupation. Unionized employees who work for government agencies or school districts may belong to teachers or civil service unions.

Promotional Opportunities

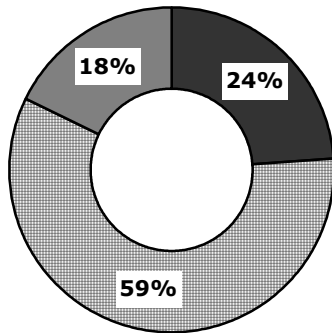
Employers reported promoting from this occupation to occupations such as Teacher's Aide, Lead, Coordinator, Supervisor, Office Manager, Associate Teacher, Teacher, Head Teacher, Program Operation Manager, Director/Assistant Director/Program Director.

Employers reported that teaching ability/skill working with children, educational background, good organizational and procedural ability and good communication skills are the most important skills and attributes for career advancement.

Child Care Workers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	29%	6%	65%

Prior experience required (on average): 11 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	38%	63%

Experience from other occupations (any that involve working with kids, including teaching, nursing or working as a nanny) accepted (on average): 17 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	75%	25%

Months of training that can be substituted for experience (on average): 9 mo.

	Yes	No	Preferred
Technical or vocational training required?	29%	71%	None

Months of technical or vocational training required (on average): 18 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Public school systems may require a Children's Center Instruction or Supervision permit, which takes 3-5 months to obtain (no examination or training required).

Technical or Job Specific Skills:

- Parenting and/or teaching knowledge
- First aid and CPR
- For some positions, special education experience or knowledge of sign language may be useful
- Music, art, drama or storytelling ability is helpful

Personal Attributes:

- Ability to work well with children
- Good communication skills (not only with children, but also with coworkers and parents)

Computer Skills:

- Word Processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)

Projections

Employment Development Department Projections

Size of Occupation: Large (2,185 to 4,733 employees)

Estimated Growth: 2.5% per year (about as fast as the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	29%	65%	6%
Next 24 mo.	29%	65%	6%

Other Information

17 firms responded to the survey for this occupation.

There are 504 employees in this occupation among responding firms, of which 16% are male and 84% are female.

Combination Machine Tool Operators and Tenders - Metal and Plastic

OES Code: 915080

Combination Machine Tool Operators and Tenders, Metal and Plastic operate or tend more than one type of cutting or forming machine tool which has been previously set up, such as band saws, press brakes, slitting machines, drills, lathes, and boring machines. Workers who operate or tend only one type of cutting or forming machine are not included.

Wages and Benefits Offered

Wages (Union and Non-Union)

	Low	High	Median
New hires, no experience	\$8.00	\$12.50	\$12.00
New hires with experience	\$9.00	\$22.00	\$15.00
3 years with firm, with experience	\$9.62	\$23.00	\$19.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	76%	None	12%	None	None	None
Dental	65%	None	12%	None	6%	None
Vision	59%	None	6%	None	None	None
Life	35%	None	6%	None	None	None
Sick Leave	47%	None	12%	None	None	None
Vacation	71%	None	12%	None	None	None
Retirement	65%	None	6%	None	None	None
Child Care	None	None	6%	None	None	None
Other*	12%	None	None	None	None	None

* "Other" benefits cited for this occupation include tuition reimbursement and a profit sharing plan.

Hours Worked (Average Per Week)

Full-Time Workers: 41

Part-Time Workers: 20

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (18% of employers)

Where the Jobs Are

Combination Machine Tool Operators and Tenders, Metal and Plastic may find employment at companies that manufacture computer and office equipment, or foundries that cast nonferrous (non-iron-containing) metals and materials.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Very Difficult

Inexperienced: Very Difficult

Recruitment Methods

Newspaper ads	65% use
Employee referrals	59% use
Walk-in applicants	41% use

Turnover

Annual percentage rate of job turnover: 13%

Union/Collective Bargaining

Few employers (18%) reported union membership for this occupation. Employees who are unionized belong to machinists' unions.

Promotional Opportunities

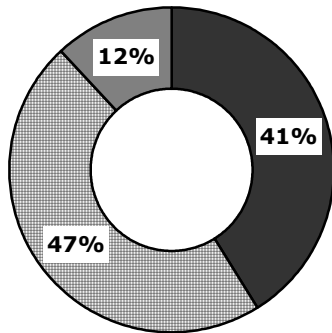
Employers reported promoting from this occupation to occupations such as Supervisor/Production Supervisor or Senior Test Technician. Advancement in this occupation is often through pay increases rather than promotion, and only a few employers (18%) reported promoting employees from this occupation.

Employers reported that the most important skills and attributes for career advancement are increasing technical expertise and job knowledge along with organizational skills and leadership ability.

Combination Machine Tool Operators and Tenders - Metal and Plastic

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	94%	None	6%

Prior experience required (on average): 44 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	18%	82%

Experience from other occupations (operating machines in other industries, such as the automotive industry) accepted (on average): 6 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	29%	71%

Months of training (vocational training as a machinist or machine operator) that can be substituted for experience (on average): 17 mo.

	Yes	No	Preferred
Technical or vocational training required?	35%	59%	6%

Months of technical or vocational training required (on average): 18 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Some employers surveyed (35%) require vocational training as a machinist or machine operator.

Technical or Job Specific Skills:

- Ability to read or learn to read blueprints
- Willingness and ability to learn about the firm's products

Personal Attributes:

- Physically able to stay on feet all day and do moderate lifting
- Good motor skills
- Good communication skills
- Mechanical aptitude

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- CNC machining software
- Computer-Aided Design software (e.g., Geopath)
- Metalsoft software

Projections

Employment Development Department Projections

Size of Occupation: Small (Fewer than 1,093 employees)

Estimated Growth: 4.4% per year (much faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	29%	53%	18%
Next 24 mo.	65%	35%	None

Other Information

17 firms responded to the survey for this occupation.

There are 111 employees in this occupation among responding firms, of which 97% are male and 3% are female.

Most employers surveyed (76%) use the job title "Machinist" to refer to this occupation.

Computer Programmers, Including Aides

OES Code: 251051

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$21.31	\$57.53	\$22.00
New hires with experience	\$22.59	\$67.12	\$29.83
3 years with firm, with experience	\$27.70	\$95.00	\$43.15

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	40%	None	33%	None	None	7%
Dental	33%	None	20%	None	None	7%
Vision	27%	None	7%	None	None	7%
Life	20%	None	7%	None	None	7%
Sick Leave	20%	None	27%	None	None	7%
Vacation	33%	7%	27%	None	None	None
Retirement	20%	7%	33%	None	None	None
Child Care	None	None	None	None	None	None
Other	None	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 41

Part-Time Workers: 20

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (7% of employers)

Where the Jobs Are

Computer Programmers, Including Aides may find employment in: management, IT and engineering consulting and services firms; manufacturers of high-tech equipment, including hardware, software, electronics and office equipment; financial services firms, including insurance; educational institutions; and all levels of government. Many are employed as contract workers and consultants.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: N/A (no employers surveyed hire inexperienced workers)

Recruitment Methods

Employee Referrals	73% use
Internet	67% use
Newspaper ads	33% use

Turnover

Annual percentage rate of job turnover: 8%

Union/Collective Bargaining

No firms reported union membership in this occupation.

Promotional Opportunities

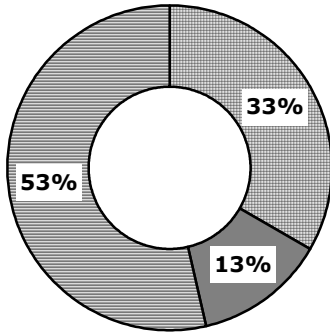
Employers reported promoting from this occupation to occupations such as Project Manager, Lead Programmer, Group Consultant, Manager or Vice President. Most employers (73%) reported that they do not promote employees in this occupation.

Employers reported that technical skills (programming, software engineering), customer service skills, leadership and management ability, problem solving skills and the ability to work as a team player are the most important skills and attributes for career advancement.

Computer Programmers, Including Aides

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	100%	None	None

Prior experience required (on average): 34 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	13%	87%

Experience from other occupations (software development, business systems analyst) accepted (on average): 15 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	20%	80%

Months of training that can be substituted for experience (on average): 7 mo.

	Yes	No	Preferred
Technical or vocational training required?	53%	47%	None

Months of technical or vocational training required (on average): 25 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- A few employers (20%) require a college degree or formal certification in computer science or in specific technologies that they employ.

Technical or Job Specific Skills:

- Many employers (53%) require formal or informal training in computer science or programming/software development.
- Knowledge of a variety of operating systems, including some or all of Microsoft Windows, Macintosh, Linux or UNIX

Personal Attributes:

- Ability to think logically and analytically
- Detail-oriented
- Ability to work well under pressure
- Ability to keep up with the latest technological developments

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Database
- Depending on the position, detailed knowledge of almost any software, hardware, operating systems or other technologies may be required

Projections

Employment Development Department Projections

Size of Occupation: Very Large (4,734 or more employees)

Estimated Growth: 1.5% per year (slower than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	20%	20%	60%
Next 24 mo.	53%	40%	7%

Other Information

15 firms responded to the survey for this occupation.

There are 85 employees in this occupation among responding firms, of which 71% are male and 29% are female.

Computer Supports Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$10.00	\$21.58	\$19.18
New hires with experience	\$10.00	\$28.77	\$20.79
3 years with firm, with experience	\$15.00	\$50.00	\$24.50

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	44%	None	33%	None	None	None
Dental	33%	None	28%	None	None	None
Vision	22%	None	22%	None	None	None
Life	28%	None	22%	None	None	None
Sick Leave	33%	None	22%	None	None	None
Vacation	39%	None	22%	None	None	None
Retirement	28%	None	28%	None	None	None
Child Care	11%	None	None	None	None	None
Other	17%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 41

Part-Time Workers: None

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (6% of employers), Graveyard (6% of employers)

Where the Jobs Are

Computer Support Specialists may find employment with computer or software vendors, help-desk, IT contracting or support services firms, or almost any other organization with IT resources of sufficient size to require internal support.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Very Difficult

Recruitment Methods

Internet	72% use
Employee referrals	67% use
Newspaper ads	17% use

Turnover

Annual percentage rate of job turnover: 15%

Union/Collective Bargaining

No firms reported union membership in this occupation.

Promotional Opportunities

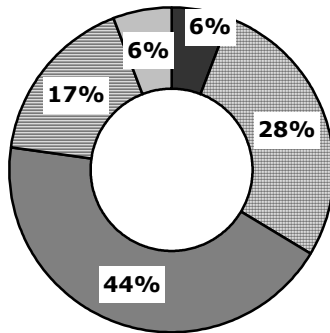
Employers reported promoting from this occupation to occupations such as System Administrator, Senior System Administrator, Programmer, Quality Assurance, Product Engineer or IT Manager.

Employers reported that technical skills (including specific computer languages or other hardware and software knowledge), communication skills (including the ability to train others), experience, ability to work well with senior management and good customer service skills are the most important skills and attributes for career advancement.

Computer Support Specialists

Employer Requirements

Education



- Less than High School diploma
- ▤ High School diploma or equivalent
- Associate Degree (2 yr.)
- ▤ Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	94%	None	6%

Prior experience required (on average): 25 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	47%	53%

Experience from other occupations (any related technical position) accepted (on average): 20 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	28%	72%

Months of training that can be substituted for experience (on average): 20 mo.

	Yes	No	Preferred
Technical or vocational training required?	78%	17%	6%

Months of technical or vocational training required (on average): 24 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- A few employers (17%) require a college degree or formal certification in computer science or in specific technologies that they employ.

Technical or Job Specific Skills:

- Most employers (78%) require formal or informal training in information technology or in specific technologies that they employ.

Personal Attributes:

- Good communication and customer service skills
- Ability to think analytically and solve problems

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database (e.g., Microsoft Access)
- Desktop publishing/presentation (e.g., Microsoft PowerPoint)
- Depending on the position, detailed knowledge of almost any software, hardware, operating systems or other technologies may be required

Projections

Employment Development Department Projections

Size of Occupation: Very Large (4,734 or more employees)

Estimated Growth: 8.0% per year (much faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	11%	67%	22%
Next 24 mo.	22%	61%	17%

Other Information

18 firms responded to the survey for this occupation.

There are 54 employees in this occupation among responding firms, of which 83% are male and 17% are female.

Construction Managers

OES Code: 150170

Construction Managers plan, organize, direct, control or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems including specialized construction fields, such as carpentry or plumbing. General managers of large construction contracting firms are not included.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$15.00	\$15.54	\$15.27
New hires with experience	\$15.00	\$23.97	\$16.89
3 years with firm, with experience	\$18.22	\$33.56	\$25.00

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$15.00	\$23.97	\$21.58
New hires with experience	\$12.50	\$38.36	\$26.37
3 years with firm, with experience	\$15.00	\$39.00	\$33.56

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T			F/T	P/T
Medical	47%	None	40%	None	None	None
Dental	33%	None	33%	None	None	None
Vision	33%	None	27%	None	None	None
Life	20%	None	20%	None	None	None
Sick Leave	53%	None	13%	None	None	None
Vacation	73%	None	13%	None	None	None
Retirement	47%	None	13%	None	None	None
Child Care	None	None	None	None	None	None
Other	20%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 42

Part-Time Workers: None

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers)

Where the Jobs Are

Construction Managers may find employment with: residential or commercial building contractors; local government; and plumbing, heating and air conditioning, painting and electrical contractors.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Very Difficult

Inexperienced: Very Difficult

Recruitment Methods

Employee referrals	60% use
Newspaper ads	20% use
Union hall referrals	20% use

Turnover

Annual percentage rate of job turnover: 13%

Union/Collective Bargaining

Some employers (27%) reported union membership in this occupation. Unionized workers may belong to any of a number of skilled trades unions. Unionized workers tend to receive lower wages at all levels of experience.

Promotional Opportunities

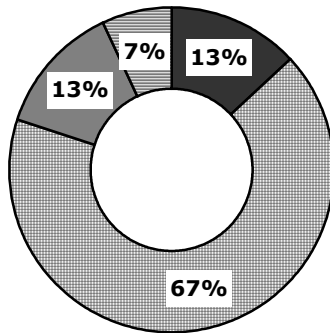
Employers reported promoting from this occupation to occupations such as Foreperson, Lead Person, Project Manager/Senior Project Manager/Chief Project Manager, General Field Supervisor, Superintendent, or corporate officer.

Employers reported that good communication skills, managerial, organizational and administrative ability, job knowledge, experience and computer skills are the most important skills and attributes for career advancement.

Construction Managers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	87%	7%	7%

Prior experience required (on average): 48 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	71%	29%

Experience from other occupations (skilled mechanical trades, engineering, other construction occupations) accepted (on average): 37 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	21%	79%

Months of training that can be substituted for experience (on average): 10 mo.

	Yes	No	Preferred
Technical or vocational training required?	27%	53%	20%

Months of technical or vocational training required (on average): 24 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- Basic computer operation
- Knowledge of contracts, architectural plans and specifications and construction materials, methods, and regulations
- Many employers (47%) require or prefer formal or informal training in relevant technical skills, such as construction techniques, project management or blueprint reading.

Personal Attributes:

- Flexibility
- Ability to multitask and work under pressure
- Good communication skills

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Presentation software (e.g., Microsoft PowerPoint)

Projections

Employment Development Department Projections

Size of Occupation: Medium (1,093 to 2,184 employees)

Estimated Growth: 4.3% per year (much faster than the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	13%	40%	47%
Next 24 mo.	33%	33%	33%

Other Information

15 firms responded to the survey for this occupation.

There are 60 employees in this occupation among responding firms, of which 97% are male and 3% are female.

Data Processing

Equipment Repairers

OES Code: 857050

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment and word processing systems. Non-Data Processing Equipment Repairers are not included.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$8.00	\$23.97	\$12.19
New hires with experience	\$11.00	\$30.00	\$19.18
3 years with firm, with experience	\$15.00	\$38.36	\$23.97

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	19%	None	56%	None	None	None
Dental	19%	None	50%	None	None	None
Vision	19%	None	56%	None	None	None
Life	31%	None	38%	None	None	None
Sick Leave	25%	None	44%	None	None	None
Vacation	31%	None	44%	None	None	None
Retirement	13%	None	38%	None	6%	None
Child Care	None	None	None	None	None	None
Other	6%	None	6%	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 41

Part-Time Workers: 22

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers)

Where the Jobs Are

Data Processing Equipment Repairers may find employment at: companies that install, repair, and maintain computers for other organizations; computer and office equipment stores; and stores that sell home electronics or similar equipment.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Employee referrals	100% use
Internet	94% use
Colleges/universities	50% use

Turnover

Annual percentage rate of job turnover: 13%

Union/Collective Bargaining

No firms reported union membership in this occupation.

Promotional Opportunities

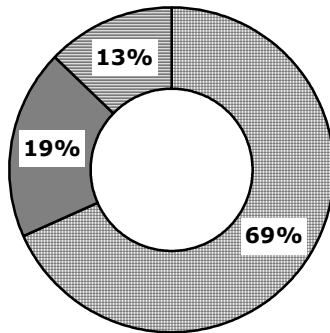
Employers reported promoting from this occupation to occupations such as Tech Assistant, Technician/Field Technician/Lab Technician, Tech Specialist, Supervisor, Manager, and IT Manager.

Employers reported that technical knowledge (including hardware, software, programming and networking), good communication skills, the ability to learn new skills, experience and leadership ability are the most important skills and attributes for career advancement.

Data Processing Equipment Repairers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	81%	13%	6%

Prior experience required (on average): 28 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	57%	43%

Experience from other occupations (tech support or another computer-related field) accepted (on average): 14 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	29%	71%

Months of training that can be substituted for experience (on average): 9 mo.

	Yes	No	Preferred
Technical or vocational training required?	75%	25%	None

Months of technical or vocational training required (on average): 18 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- A few employers (19%) require an A+ Technical Certification.

Technical or Job Specific Skills:

- Understanding of basic computer operation, including hardware and software systems and basic installation and repair
- Most employers (75%) require some form of formal or informal technical training. A few (13%) require training in tech support. Others may accept on-the-job training from a previous job or a technical certification.

Personal Attributes:

- Customer service skills
- Willingness to upgrade skills frequently

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database (e.g., Microsoft Access)
- Other hardware and software varies depending on systems being serviced, but may include mainframe hardware and software, network hardware and software or UNIX or Sun hardware and software, among others.

Projections

Employment Development Department Projections

Size of Occupation: Small (fewer than 1,093 employees)

Estimated Growth: 2.4% per year (about as fast as the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	25%	56%	19%
Next 24 mo.	38%	44%	19%

Other Information

16 firms responded to the survey for this occupation.

There are 69 employees in this occupation among responding firms, of which 83% are male and 17% are female.

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Protective Signal Installers and Repairers and Street Light Servicers are included.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$14.80	\$19.12	\$14.90
New hires with experience	\$30.00	\$37.00	\$37.00
3 years with firm, with experience	\$37.00	\$41.63	\$37.00

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$8.00	\$19.18	\$12.50
New hires with experience	\$15.00	\$25.00	\$20.14
3 years with firm, with experience	\$20.00	\$37.00	\$26.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T			F/T	P/T
Medical	50%	None	39%	None	6%	None
Dental	39%	None	39%	None	6%	None
Vision	33%	None	17%	None	6%	None
Life	39%	None	11%	None	6%	None
Sick Leave	17%	None	6%	None	6%	None
Vacation	56%	None	11%	None	11%	None
Retirement	33%	None	39%	None	6%	None
Child Care	None	None	None	None	6%	None
Other*	11%	None	None	None	None	None

* "Other" benefits cited for this occupation include profit sharing.

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: None

Temporary/On-Call Workers: 40

Seasonal Workers: 40

Work Shifts

Day (100% of employers), Swing (17% of employers), Graveyard (6% of employers), As Needed: On-Call 24 hours (6% of employers)

Where the Jobs Are

Electricians may find employment at local government agencies, electrical contractors or other construction firms.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Employee referrals	67% use
Newspaper ads	44% use
Walk-in applicants	28% use
In-house promotion or transfer	28% use
Union hall referrals	28% use

Turnover

Annual percentage rate of job turnover: 11%

Union/Collective Bargaining

Some employers (39%) reported union membership in this occupation. Unionized employees belong to the International Brotherhood of Electrical Workers or the Civil Service Employees Association. Union wages tend to be higher than non-union wages at all levels of experience.

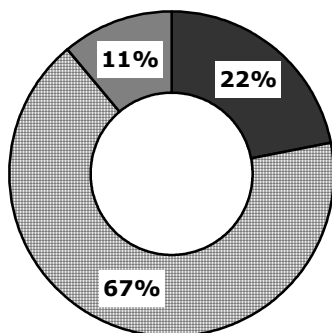
Promotional Opportunities

Employers reported promoting from this occupation to occupations such as Journey person, Lead Crafts Technician, Supervisor, Foreperson/General Foreperson/Maintenance Foreperson, Team Leader, Project Manager and Superintendent/Field Superintendent. Additionally, experienced electricians may start their own electrical contracting businesses.

Employers reported that the most important skills and attributes for career advancement are: job knowledge and technical skills; organizational and communication skills; good job performance, and managerial and leadership abilities.

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	67%	6%	28%

Prior experience required (on average): 27 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	13%	88%

Experience from other occupations (related trades and crafts) accepted (on average): 6 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	47%	53%

Months of training that can be substituted for experience (on average): 21 mo.

	Yes	No	Preferred
Technical or vocational training required?	61%	17%	22%

Months of technical or vocational training required (on average): 38 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Almost all employers (83%) require or prefer some sort of specific vocational training. Some (33%) seek employees who have completed standard 4-5 year union paid apprenticeship training for electricians. Many (50%) may also accept other forms of training such as trade school.

Technical or Job Specific Skills:

- Knowledge of (or for entry level, ability to learn about) blueprint reading, electronics, electrical theory, basic math, electrical codes and safety procedures

Personal Attributes:

- At least average physical strength, agility and dexterity

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database
- TRF Vision software

Projections

Employment Development Department Projections

Size of Occupation: Large (2,185 to 4,733 employees)

Estimated Growth: 3.9% per year (much faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	29%	35%	35%
Next 24 mo.	28%	50%	22%

Other Information

18 firms responded to the survey for this occupation.

There are 437 employees in this occupation among responding firms, of which 96% are male and 4% are female.

Elementary School Teachers teach elementary (kindergarten through eight grade) pupils in public or private schools basic academic, social and other formative skills. Special education teachers who teach only handicapped pupils are not included.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$17.25	\$25.50	\$21.38
New hires with experience	\$17.41	\$28.77	\$22.19
3 years with firm, with experience	\$18.06	\$32.31	\$24.66

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$11.99	\$13.13	\$12.77
New hires with experience	\$12.00	\$20.62	\$14.53
3 years with firm, with experience	\$12.95	\$21.58	\$14.96

Teachers with a Master's or other graduate Degree are paid slightly higher on the average.

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	63%	6%	19%	6%	6%	6%
Dental	56%	6%	6%	6%	None	None
Vision	31%	6%	6%	6%	6%	None
Life	44%	None	6%	6%	6%	None
Sick Leave	81%	13%	6%	6%	None	None
Vacation	56%	None	6%	None	None	None
Retirement	63%	13%	13%	6%	None	None
Child Care	25%	None	6%	None	None	None
Other	6%	6%	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 37.6

Part-Time Workers: 20

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers)

Where the Jobs Are

Elementary School Teachers can find employment in public and private elementary and middle schools.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Not Difficult

Recruitment Methods

Internet	63% use
Employee referrals	50% use
Colleges and universities	38% use

Turnover

Annual percentage rate of job turnover: 6%

Union/Collective Bargaining

Many employers (44%) reported union membership in this occupation. Public schools tend to be unionized, while private schools generally are not. Unionized employees belong to local teachers' unions which may be affiliates of the American Federation of Teachers, and receive higher pay at all levels of experience.

Promotional Opportunities

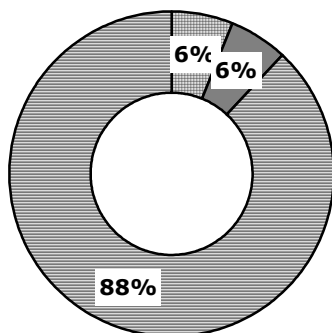
Employers reported promoting from this occupation to occupations such as Head Teacher, Curriculum Leader, Department Head, or Instructor in Charge. Some teachers may choose to move into administrative positions such as Supervisor, Assistant Principal, Project Director, Principal or Head Principal.

Employers reported that teaching ability, ability to control a classroom, good communication skills, experience, organizational and leadership ability, curriculum knowledge and dedication are the most important skills and attributes for career advancement. A graduate degree may help the teacher to compete for promotions.

Elementary School Teachers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	44%	31%	25%

Prior experience required (on average): 15 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	36%	64%

Experience from other occupations (instructional assistant, accountant, technical such as engineering and computer science) accepted (on average): 10 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	45%	55%

Months of training that can be substituted for experience (on average): 6 mo.

	Yes	No	Preferred
Technical or vocational training required?	50%	38%	13%

Months of technical or vocational training required (on average): 11 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Public school systems require a state teaching credential. To obtain a credential, a teacher must pass 2 or more examinations, which may require up to a year of preparation. Different examinations are required for elementary and secondary (middle school) levels.
- Some, but not all, public school districts will accept an emergency teaching credential, available after passing a single examination, in lieu of a standard one.
- Private schools usually do not require a teaching credential, although it may be preferred. Montessori schools may require a unique credential.

Technical or Job Specific Skills:

- Ability to: plan, evaluate, and assign lessons; prepare, administer and grade tests; and maintain classroom discipline.
- Basic computer operation

Personal Attributes:

- Emotional resilience to deal with stress, heavy workloads, and difficult students
- Excellent communication skills

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database
- Presentation software (e.g., Microsoft PowerPoint)

Projections

Employment Development Department Projections

Size of Occupation: Very Large (more than 4,734 employees)

Estimated Growth: 1.8% per year (slower than the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	38%	31%	31%
Next 24 mo.	31%	56%	13%

Other Information

16 firms responded to the survey for this occupation.

There are 2165 employees in this occupation among responding firms, of which 18% are male and 82% are female.

Fitness and

Wellness Coordinators

Non-OES Code: 077127999

Fitness/Wellness Coordinators provide health and fitness related information and programs to employees in a business setting. They also arrange health fairs, seminars, and workshops.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$24.27	\$30.21	\$27.24
New hires with experience	\$32.60	\$33.85	\$33.23
3 years with firm, with experience	\$31.16	\$33.85	\$32.51

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$8.00	\$19.18	\$19.18
New hires with experience	\$8.00	\$28.77	\$19.18
3 years with firm, with experience	\$10.00	\$28.77	\$21.58

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	14%	None	43%	14%	14%	None
Dental	29%	14%	29%	None	14%	None
Vision	14%	14%	29%	None	14%	None
Life	14%	14%	43%	None	14%	None
Sick Leave	57%	14%	29%	None	None	None
Vacation	43%	14%	29%	None	14%	None
Retirement	43%	14%	29%	None	None	None
Child Care	None	None	14%	None	None	None
Other	None	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 25

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (14% of employers)

Where the Jobs Are

Fitness and Wellness Coordinators may find employment in public and private elementary and secondary schools, colleges and universities, hospitals, health clubs and full-service spas, and large corporations.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Internet	57% use
Newspaper ads	43% use
School, Program Referrals	29% use
Walk-In Applicants	29% use
Employee Referrals	29% use

Turnover

Annual percentage rate of job turnover: 5%

Union/Collective Bargaining

Some employers (29%) reported union membership in this occupation. Unionized workers may belong to school employees or teachers unions.

Promotional Opportunities

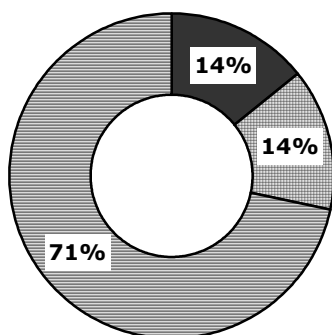
Employers reported promoting from this occupation to occupations such as Shift Manager, Supervisor, Manager, Benefits Manager or Assistant Principal.

Employers reported that communication and administrative skills are the most important skills and attributes for career advancement.

Fitness and Wellness Coordinators

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	71%	29%	None

Prior experience required (on average): 12 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	40%	60%

Experience from other occupations (teacher, health educator) accepted (on average): 24 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	20%	80%

Months of training that can be substituted for experience (on average): Insufficient data

	Yes	No	Preferred
Technical or vocational training required?	57%	43%	None

Months of technical or vocational training required (on average): 25 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Many employers (57%) require some form of license or certificate. Exact type varies, ranging from a registered nurse certification to a massage license to a bachelors degree in education.

Technical or Job Specific Skills:

- Ability to evaluate curriculum material and present it in an engaging manner
- General knowledge of (or for entry level, ability to learn about) health and fitness topics

Personal Attributes:

- Excellent communication skills

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database
- Filemaker Pro software

Projections

Employment Development Department Projections

Size of Occupation: Not available for this occupation

Estimated Growth: Not available for this occupation

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	14%	86%	None
Next 24 mo.	29%	57%	14%

Other Information

7 firms responded to the survey for this occupation. There are 25 employees in this occupation among responding firms, of which 20% are male and 80% are female.

Hand Packers and Packagers

OES Code: 989020

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Workers whose jobs require more than minimum training are not included.

Wages and Benefits Offered

Wages (Union and Non-Union)

	Low	High	Median
New hires, no experience	\$6.75/hr.	\$10.00/hr.	\$7.25/hr.
New hires with experience	\$6.75/hr.	\$11.31/hr.	\$8.55/hr.
3 years with firm, with experience	\$7.50/hr.	\$12.11/hr.	\$8.50/hr.

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	7%	7%	47%	7%	None	None
Dental	7%	7%	40%	7%	7%	None
Vision	7%	7%	40%	7%	None	None
Life	13%	None	27%	None	None	None
Sick Leave	13%	7%	7%	None	None	None
Vacation	47%	7%	13%	None	None	None
Retirement	7%	None	20%	None	None	None
Child Care	None	None	None	None	None	None
Other*	13%	None	13%	7%	None	None

* "Other" benefits cited for this occupation include: tuition reimbursement, a per-mile stipend for workers whose work includes driving, discounts on company products and profit sharing.

Hours Worked (Average Per Week)

Full-Time Workers: 43

Part-Time Workers: 17

Temporary/On-Call Workers: 43

Seasonal Workers: 40

Work Shifts

Day (93% of employers), Swing (53% of employers), Graveyard (47% of employers)

Where the Jobs Are

Hand Packers and Packagers may find employment at: grocery stores and suppliers; food products companies (including candy processors and makers, beverage makers and bottlers and others); laundry, cleaning and garment services; trucking and courier services; commercial equipment manufacturers; bakers; electronic component manufacturers; and personnel agencies.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Not Difficult

Inexperienced: Not Difficult

Most employees (67%) in this occupation among surveyed employers were employed as temporary workers.

Recruitment Methods

Newspaper ads	67% use
Walk-In Applicants	60% use
Internet	40% use
Employee Referrals	40% use

Turnover

Annual percentage rate of job turnover: 14%

Union/Collective Bargaining

Few employers (7%) reported union membership in this occupation. Employees who are unionized belong to retail clerks unions.

Promotional Opportunities

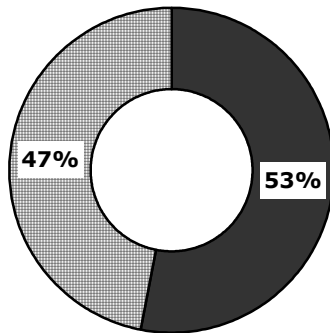
Employers reported promoting from this occupation to occupations such as Supervisor, Manager, Lead Packer, Checker, or Sales Person.

Employers reported that good communication skills, self-motivation, basic English literacy, math and computer skills, good motor skills and attention to detail are the most important skills and attributes for career advancement.

Hand Packers and Packagers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	7%	60%	33%

Prior experience required (on average): 4 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	50%	50%

Experience from other occupations (driving, shipping/receiving or any involving manual labor) accepted (on average): 6 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	67%	33%

Months of training that can be substituted for experience (on average): 3 mo.

	Yes	No	Preferred
Technical or vocational training required?	7%	93%	None

Months of technical or vocational training required (on average): 6 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- Employers who make complex products may require Hand Packers and Packagers to acquire some knowledge of those products.

Personal Attributes:

- Physically able and willing to perform manual labor
- Reliability

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database (e.g., Microsoft Access)

Projections

Employment Development Department Projections

Size of Occupation: Very Large (4,734 or more employees)

Estimated Growth: 3.3% per year (faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	7%	64%	29%
Next 24 mo.	7%	80%	13%

Other Information

15 firms responded to the survey for this occupation.

There are 841 employees in this occupation among responding firms, of which 50% are male and 50% are female.

Hazardous Materials

Removal Workers

OES Code: 878030

Hazardous Materials Removal Workers remove, pack, transport and/or dispose of hazardous materials, including asbestos, waste fuel, contaminated soil, etc. Specialized training in hazardous materials handling and/or a confined entry permit are generally required.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$12.00	\$17.26	\$13.00
New hires with experience	\$9.59	\$29.53	\$14.00
3 years with firm, with experience	\$13.42	\$33.92	\$20.00

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$8.00	\$16.00	\$12.50
New hires with experience	\$12.00	\$21.00	\$13.00
3 years with firm, with experience	\$15.00	\$26.00	\$20.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T			F/T	P/T
Medical	27%	None	47%	None	None	None
Dental	27%	None	33%	None	None	None
Vision	27%	None	40%	None	None	None
Life	13%	None	27%	None	None	None
Sick Leave	33%	None	20%	None	None	None
Vacation	47%	None	20%	None	None	None
Retirement	40%	None	13%	None	None	None
Child Care	7%	None	13%	None	None	None
Other	7%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 41

Part-Time Workers: None

Temporary/On-Call Workers: None

Seasonal Workers: 50

Work Shifts

Day (100% of employers), Swing (13% of employers), Graveyard (13% of employers)

Where the Jobs Are

Hazardous Materials Removal Workers may find employment with firms specializing in working with roofing, siding, or sheet metal, or with building contractors who deal with hazardous materials in their work.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Employee referrals	73% use
Union hall referrals	27% use
Internet	27% use

Turnover

Annual percentage rate of job turnover: 9%

Union/Collective Bargaining

Many employers (40%) reported union membership in this occupation. Unionized employees belong to laborers' or operating engineers' unions.

Promotional Opportunities

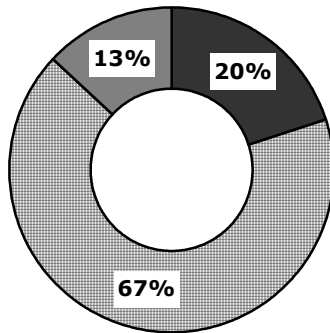
Employers reported promoting from this occupation to occupations such as Supervisor, Foreperson, Superintendent, Project Manager, Hazardous Waste Specialist, Laborer 2 and Operations Manager.

Employers reported that technical and communication skills, good time management, leadership ability, job knowledge, good attendance, punctuality and responsibility are the most important skills and attributes for career advancement.

Hazardous Materials Removal Workers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	73%	13%	13%

Prior experience required (on average): 11 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	42%	58%

Experience from other occupations (other construction work, OSHA inspector, or manager in a related field) accepted (on average): 7 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	38%	62%

Months of training that can be substituted for experience (on average): 12 mo.

	Yes	No	Preferred
Technical or vocational training required?	67%	33%	None

Months of technical or vocational training required (on average): 9 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Many employers (40%) require an OSHA Certificate in working with hazardous materials.
- Some employers (27%) require specialized training in dealing with specific hazardous materials (such as radioactive materials, toxic mold or asbestos).

Technical or Job Specific Skills:

- Knowledge of or ability to learn relevant regulations
- Driver's license
- Ability to read electrical meters

Personal Attributes:

- None

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Project Management Software (e.g., Microsoft Project)
- CAD software

Projections

Employment Development Department Projections

Size of Occupation: Small (Fewer than 1,093 employees)

Estimated Growth: 5.1% per year (much faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	43%	43%	14%
Next 24 mo.	36%	50%	14%

Other Information

15 firms responded to the survey for this occupation.

There are 278 employees in this occupation among responding firms, of which 94% are male and 6% are female.

Heating, Air Conditioning and Refrigeration

Mechanics and Installers

OES Code: 859020

Heating, Air Conditioning and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves and similar equipment in homes and commercial establishments using hand and pipe-threading tools. They may also install and repair cooling and central air conditioning systems. Workers who do only plumbing and pipefitting are not included.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$13.92	\$19.12	\$18.00
New hires with experience	\$13.00	\$35.51	\$28.50
3 years with firm, with experience	\$20.00	\$35.51	\$31.00

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$10.00	\$16.00	\$13.50
New hires with experience	\$9.00	\$30.00	\$19.00
3 years with firm, with experience	\$20.00	\$36.00	\$25.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	38%	None	38%	None	None	None
Dental	38%	None	38%	None	None	None
Vision	31%	None	19%	None	None	None
Life	13%	None	13%	None	None	None
Sick Leave	19%	None	13%	None	None	None
Vacation	31%	None	31%	None	None	None
Retirement	31%	None	25%	None	None	None
Child Care	None	None	None	None	None	None
Other*	19%	None	None	None	None	None

* "Other" benefits cited include profit sharing and a per job bonus.

Hours Worked (Average Per Week)

Full-Time Workers: 39

Part-Time Workers: None

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), As Needed: On-Call 24 hours (13% of employers)

Where the Jobs Are

Heating, Air Conditioning and Refrigeration Mechanics and Installers may find employment at colleges and universities and at contractors that provide plumbing, heating and air-conditioning services to individuals and organizations.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Newspaper ads	63% use
Employee referrals	56% use
Walk-in applicants	44% use

Turnover

Annual percentage rate of job turnover: 20%

Union/Collective Bargaining

Some employers (38%) reported union membership for this occupation. Unionized workers belong to a variety of unions: sheet metal workers, machinists, pipe fitters, or civil service employees. Union wages tend to be higher than non-union wages at all levels of experience.

Promotional Opportunities

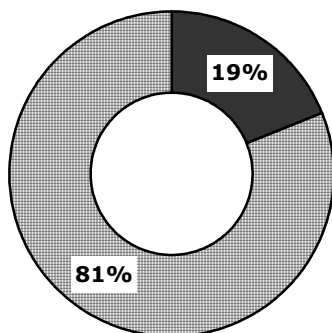
Employers reported promoting from this occupation to occupations such as Journey person, Estimator, Foreperson, Lead Crafts Technician, Service/Area/Operations Manager or Sales/Management Supervisor.

Employers reported that leadership or supervisory ability, good communication skills, job knowledge, formal schooling and experience are the most important skills and attributes for career advancement.

Heating, Air Conditioning and Refrigeration Mechanics and Installers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	69%	None	31%

Prior experience required (on average): 26 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	50%	50%

Experience from other occupations (electrician, mechanic, or other related occupation) accepted (on average): 19 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	63%	38%

Months of training that can be substituted for experience (on average): 11 mo.

	Yes	No	Preferred
Technical or vocational training required?	38%	44%	19%

Months of technical or vocational training required (on average): 34 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Many employers (57%) require or prefer some form of vocational training. This may be obtained through a 4-year union paid apprenticeship program or similar training.
- To handle refrigerants, a certification from the Environmental Protection Agency is required.

Technical or Job Specific Skills:

- Knowledge of (or for entry level, ability to learn about) basic math, mechanical drawing, blueprint reading, electronics, plumbing and electrical work, and microelectronics

Personal Attributes:

- Courtesy and tact (for dealing with customers upset over broken equipment)
- Physically able and willing to lift and move heavy equipment
- Good motor skills

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Peachtree Accounting software

Projections

Employment Development Department Projections

Size of Occupation: Small (Fewer than 1,093 employees)

Estimated Growth: 4.9% per year (much faster than the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	38%	38%	25%
Next 24 mo.	69%	25%	6%

Other Information

16 firms responded to the survey for this occupation.

There are 167 employees in this occupation among responding firms, of which 99% are male and 1% are female.

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Wages and Benefits Offered

Wages (Union and Non-Union)

	Low	High	Median
New hires, no experience	\$8.00	\$10.00	\$8.96
New hires with experience	\$8.50	\$11.00	\$9.00
3 years with firm, with experience	\$9.50	\$13.00	\$11.00

Some employers (29%) offer shift differential bonuses ranging from \$0.14 to \$1.25 an hour for working non-weekday shifts.

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	24%	6%	53%	12%	None	None
Dental	24%	6%	47%	6%	None	None
Vision	18%	None	47%	12%	None	None
Life	24%	12%	12%	None	None	None
Sick Leave	53%	18%	18%	None	None	None
Vacation	53%	18%	24%	None	None	None
Retirement	12%	6%	18%	6%	None	None
Child Care	None	None	None	None	6%	6%
Other*	6%	6%	6%	6%	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 22

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (82% of employers), Graveyard (76% of employers)

Where the Jobs Are

Hotel Desk Clerks will find employment in hotels and motels.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Newspaper ads	76% use
Employee referrals	65% use
Walk-In Applicants	59% use

Turnover

Annual percentage rate of job turnover: 50%

Union/Collective Bargaining

Few employers (12%) reported union membership in this occupation. Unionized employees belong to teamsters or service workers unions.

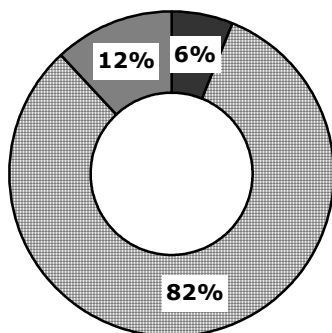
Promotional Opportunities

Employers reported promoting from this occupation to occupations such as Sales, Guest Services Supervisor, Front Desk Supervisor/Manager, Sales/Front Office Manager/Assistant Front Office Manager, Sales Director or General Manager.

Employers reported that communication and customer service skills, problem solving ability, organizational and administrative ability and computer skills are the most important skills and attributes for career advancement.

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	12%	41%	47%

Prior experience required (on average): 9 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	100%	None

Experience from other occupations (customer service, sales, or other hospitality) accepted (on average): 11 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	80%	20%

Months of training that can be substituted for experience (on average): 4 mo.

	Yes	No	Preferred
Technical or vocational training required?	6%	94%	None

Months of technical or vocational training required (on average): 23 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- Basic computer operation

Personal Attributes:

- Excellent communication and customer service skills
- Customer service oriented
- Basic math skills

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database (e.g., Microsoft Access)

Projections

Employment Development Department Projections

Size of Occupation: Small (fewer than 1,093 employees)

Estimated Growth: 2.9% per year (faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	6%	71%	24%
Next 24 mo.	41%	53%	6%

Other Information

17 firms responded to the survey for this occupation.

There are 127 employees in this occupation among responding firms, of which 31% are male and 69% are female.

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$6.75	\$17.26	\$10.26
New hires with experience	\$6.75	\$17.26	\$10.28
3 years with firm, with experience	\$6.75	\$17.74	\$11.76

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	44%	13%	19%	None	None	None
Dental	44%	6%	13%	None	None	None
Vision	25%	None	13%	None	None	None
Life	31%	6%	6%	None	None	None
Sick Leave	56%	13%	6%	None	None	None
Vacation	56%	13%	6%	None	None	None
Retirement	19%	None	25%	6%	6%	None
Child Care	None	None	None	None	None	None
Other	6%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 39

Part-Time Workers: 19

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (88% of employers), Swing (38% of employers), Graveyard (13% of employers), Nights and/or weekends (38% of employers)

Where the Jobs Are

Human Service Workers may find employment in: state and local government agencies; private social and human services agencies; group homes and halfway houses; clinics, community mental health centers and psychiatric hospitals; day treatment programs and sheltered workshops.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Very Difficult

Inexperienced: Very Difficult

Recruitment Methods

Employee Referrals	56% use
Internet	44% use
Newspaper ads	31% use

Turnover

Annual percentage rate of job turnover: 37%

Union/Collective Bargaining

No employers reported union membership in this occupation.

Promotional Opportunities

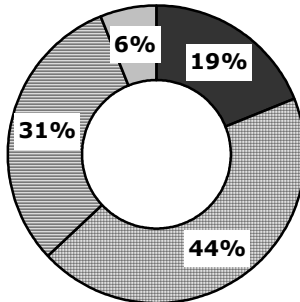
Employers reported promoting from this occupation to occupations such as Counselor, Social Worker, Supervisor, Program Coordinator, Program Manager or Director.

Employers reported that good clinical skills, sensitivity and ability to work well with patients and the community, administrative and managerial ability and good communication skills are the most important skills and attributes for career advancement.

Human Service Workers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	44%	13%	44%

Prior experience required (on average): 12 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	42%	58%

Experience from other occupations (experience with kids/youth, working with disabled) accepted (on average): 15 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	71%	29%

Months of training that can be substituted for experience (on average): 3 mo.

	Yes	No	Preferred
Technical or vocational training required?	19%	75%	6%

Months of technical or vocational training required (on average): 12 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- None

Personal Attributes:

- Strong sense of responsibility and desire to help others
- Patience and understanding to deal with difficult situations
- Ability to work well with a variety of people
- Good verbal and written communication skills
- Ability to manage time effectively

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Desktop publishing/graphic design (e.g., Photoshop)

Projections

Employment Development Department Projections

Size of Occupation: Small (fewer than 1,093 employees)

Estimated Growth: 5.2% per year (much faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	38%	56%	6%
Next 24 mo.	25%	69%	6%

Other Information

16 firms responded to the survey for this occupation.

There are 203 employees in this occupation among responding firms, of which 32% are male and 68% are female.

Laboratory Assistants

Culture Media

Non-OES Code: 559384999

Laboratory Assistant, Culture Media, prepares culture media used to develop vaccines and toxins or to conduct chemical, microscopic and bacteriologic tests. Measures and weighs ingredients, adjusts controls for equipment to obtain uniform consistency, tests sample according to standardized procedures. Dispense medium into containers, seal and affix identification labels. Maintains product and test record. May order supplies. May prepare purchase orders to obtain materials, tools and equipment.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$10.00	\$20.14	\$14.00
New hires with experience	\$11.99	\$25.00	\$15.00
3 years with firm, with experience	\$14.38	\$28.77	\$18.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	71%	14%	21%	None	None	None
Dental	71%	14%	21%	None	None	None
Vision	71%	14%	14%	None	None	None
Life	71%	14%	21%	None	None	None
Sick Leave	71%	14%	21%	None	None	None
Vacation	71%	14%	21%	None	None	None
Retirement	64%	14%	14%	None	None	None
Child Care	7%	None	None	None	None	None
Other	None	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 26

Temporary/On-Call Workers: 40

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (14% of employers), Graveyard (7% of employers)

Where the Jobs Are

Laboratory Assistants, Culture Media may find employment in pharmaceutical or biopharmaceutical companies, medical research laboratories or clinical laboratories, hospitals or chemical manufacturers.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Employee referrals	86% use
Newspaper ads	43% use
School, program referrals	36% use

Turnover

Annual percentage rate of job turnover: 14%

Union/Collective Bargaining

No firms reported union membership in this occupation.

Promotional Opportunities

Employers reported promoting from this occupation to occupations such as Research Assistant Levels 2,3, or 4, Senior Clinical Technician, Supervisor or Lead Researcher..

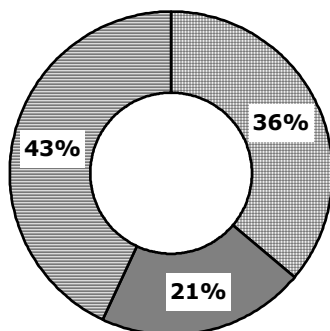
Employers reported that the most important skills and attributes for career advancement include job knowledge, organizational skills, technical skills, attitude and leadership ability.

Laboratory Assistants

Culture Media

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	64%	14%	21%

Prior experience required (on average): 19 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	17%	83%

Experience from other occupations (manufacturing or technical positions) accepted (on average): 21 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	67%	33%

Months of training that can be substituted for experience (on average): 12 mo.

	Yes	No	Preferred
Technical or vocational training required?	29%	50%	21%

Months of technical or vocational training required (on average): 13 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- Ability to learn and follow laboratory procedures
- Many employers (50%) require or prefer some sort of technical training, including either previous laboratory experience or pharmaceutical training.

Personal Attributes:

- None

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database (e.g., Microsoft Access)
- CAD software

Projections

Employment Development Department Projections

Size of Occupation: Not available for this occupation

Estimated Growth: Not available for this occupation

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	29%	71%	None
Next 24 mo.	36%	64%	None

Other Information

14 firms responded to the survey for this occupation.

There are 133 employees in this occupation among responding firms, of which 34% are male and 66% are female.

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$18.50	\$23.00	\$21.27
New hires with experience	\$18.50	\$25.00	\$21.27
3 years with firm, with experience	\$20.00	\$25.00	\$22.37

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$15.00	\$25.00	\$18.00
New hires with experience	\$15.00	\$27.00	\$21.30
3 years with firm, with experience	\$18.00	\$28.00	\$22.00

A few employers (19%) offer bonuses ranging from \$0.05 to \$2.37 an hour for being on call or working overtime.

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	63%	6%	38%	13%	None	None
Dental	63%	6%	38%	13%	None	None
Vision	63%	6%	38%	13%	None	None
Life	75%	13%	25%	None	None	None
Sick Leave	81%	19%	13%	None	None	None
Vacation	88%	19%	13%	None	None	None
Retirement	75%	13%	19%	6%	None	None
Child Care	6%	None	6%	None	None	None
Other	6%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 21

Temporary/On-Call Workers: 17

Seasonal Workers: None

Work Shifts

Day (88% of employers), Swing (75% of employers), Graveyard (81% of employers), On Call or 24 hour shifts (6% of employers)

Where the Jobs Are

Licensed Vocational Nurses may find employment in hospitals, nursing and personal care facilities, doctor's offices and medical clinics.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Employee referrals	75% use
Newspaper ads	63% use
Walk-in applicants	50% use

Turnover

Annual percentage rate of job turnover: 13%

Union/Collective Bargaining

Some employers (31%) reported union membership in this occupation. Unionized employees belong to a health care workers' union, a local of Service Employees International.

Promotional Opportunities

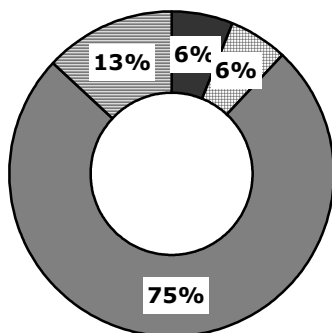
Employers reported promoting from this occupation to occupations such as Discharge Planner, Charge Nurse, Staff Development Nurse, Supervisor/Supervising Nurse or Registered Nurse.

Employers reported that good clinical skills, other job knowledge and skill at working with patients are the most important skills and attributes for career advancement. Additionally, if an employee wishes to become a registered nurse, additional schooling and certification may be required.

Licensed Vocational Nurses

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	19%	31%	50%

Prior experience required (on average): 9 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	9%	91%

Experience from other occupations (clinical nursing assistant or registered nurse) accepted (on average): 6 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	45%	55%

Months of training that can be substituted for experience (on average): 8 mo.

	Yes	No	Preferred
Technical or vocational training required?	88%	13%	None

Months of technical or vocational training required (on average): 15 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- A state license is required. Before obtaining the license, the prospective nurse must complete a formal nursing education program lasting about 1 year and pass an examination.

Technical or Job Specific Skills:

- Ability to take vital signs, care for bedridden patients, dress wounds and assist in preparing patients for surgery

Personal Attributes:

- Caring, sympathetic nature and emotional stability (for dealing with sick, injured and elderly)
- Good communication skills
- Bi-or multi-lingual is a plus, especially in Spanish

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Specialized client/patient tracking software

Projections

Employment Development Department Projections

Size of Occupation: Large (2,185 to 4,733 employees)

Estimated Growth: 1.2% per year (slower than the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	13%	88%	None
Next 24 mo.	6%	94%	None

Other Information

16 firms responded to the survey for this occupation.

There are 525 employees in this occupation among responding firms, of which 17% are male and 83% are female.

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments and set up patients for attention of physician, handing instruments and materials to physicians as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$10.00	\$17.13	\$14.00
New hires with experience	\$12.50	\$18.47	\$16.00
3 years with firm, with experience	\$16.00	\$18.47	\$17.00

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$6.75	\$12.00	\$10.00
New hires with experience	\$10.00	\$15.00	\$12.50
3 years with firm, with experience	\$11.00	\$17.50	\$15.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	60%	20%	33%	13%	None	None
Dental	53%	20%	27%	13%	None	None
Vision	47%	13%	20%	None	None	None
Life	20%	7%	13%	None	None	None
Sick Leave	73%	13%	7%	7%	None	None
Vacation	80%	20%	7%	7%	None	None
Retirement	60%	7%	7%	13%	None	None
Child Care	13%	None	None	None	None	None
Other*	13%	7%	None	None	None	None

* "Other" benefits cited for this occupation include profit sharing, continuing education and a uniform allowance.

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 24

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (13% of employers)

Where the Jobs Are

Medical Assistants will find employment primarily in doctor's offices and medical clinics.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult*

Inexperienced: Moderately Difficult*

* Firms with specific medical specialties (e.g., optometry) or higher education requirements report that it is very difficult to find qualified applicants.

Recruitment Methods

Newspaper ads	80% use
School, program referrals	60% use
Employee referrals	47% use

Turnover

Annual percentage rate of job turnover: 8%

Union/Collective Bargaining

Some employers (20%) reported union membership in this occupation. Unionized employees may belong to health care workers unions or other unions.

Promotional Opportunities

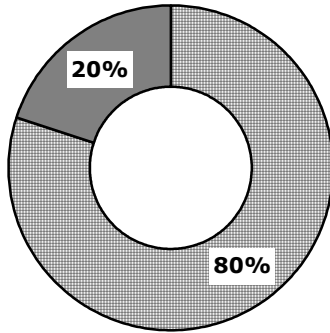
Employers reported promoting from this occupation to occupations such as Receptionist/Insurance Clerk, Pre-Testing Specialist, Senior Assistant, Nurse, Supervisor, and Manager/Office Manager.

Employers reported that job knowledge (both clinical knowledge and skill working with patients), good communications skills and computer skills are the most important skills and attributes for career advancement.

Medical Assistants

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	47%	7%	47%

Prior experience required (on average): 9 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	23%	77%

Experience from other occupations (paramedic, nursing) accepted (on average): 14 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	57%	43%

Months of training that can be substituted for experience (on average): 7 mo.

	Yes	No	Preferred
Technical or vocational training required?	60%	27%	13%

Months of technical or vocational training required (on average): 11 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Most employers (73%) require a medical assistant (or in optometrists' offices, opticianary) certification, which typically takes about 1 year to obtain.
- Employees are also required to meet certain state training requirements (at least 10 hours of training) for taking blood samples and other basic clinical procedures, although there is no licensing requirement.

Technical or Job Specific Skills:

- Knowledge of (or for entry level workers, ability to learn about) medical records and insurance procedures

Personal Attributes:

- Good motor skills

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- PCC software
- Countlink software

Projections

Employment Development Department Projections

Size of Occupation: Medium (1,093 to 2,184 employees)

Estimated Growth: 3.6% per year (much faster than the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	40%	60%	None
Next 24 mo.	40%	53%	7%

Other Information

15 firms responded to the survey for this occupation.

There are 272 employees in this occupation among responding firms, of which 14% are male and 86% are female.

Order Clerks – Materials, Merchandise and Service

OES Code: 553230

Order Clerks – Materials, Merchandise and Service receive and process incoming orders for materials, merchandise or services such as repairs, installations or rental facilities. Additional duties include informing customers of receipt of order, prices, shipping dates and delays, preparing contracts, and handling complaints. Workers who dispatch as well as take orders are not included.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$6.75	\$13.00	\$9.00
New hires with experience	\$8.00	\$15.00	\$11.00
3 years with firm, with experience	\$9.00	\$23.97	\$13.50

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	27%	None	40%	None	None	None
Dental	20%	None	33%	None	None	None
Vision	13%	None	27%	None	None	None
Life	13%	None	13%	None	13%	None
Sick Leave	47%	None	20%	None	None	None
Vacation	53%	None	20%	None	None	None
Retirement	27%	None	13%	None	7%	None
Child Care	7%	None	None	None	7%	None
Other	13%	None	None	None	None	None

* "Other" benefits cited for this occupation include a profit sharing plan.

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 21

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (7% of employers)

Where the Jobs Are

Order Clerks – Materials, Merchandise and Service may find employment at: companies that manufacture or ship durable or non-durable goods (such as electronics, professional and commercial equipment, chemicals, food and alcohol products and paper and paper products, among others); some retail establishments; commercial printers and employment or personnel contractors.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Employee referrals	87% use
Newspaper ads	87% use
Walk in applicants	47% use

Turnover

Annual percentage rate of job turnover: 14%

Union/Collective Bargaining

No firms reported union membership for this occupation.

Promotional Opportunities

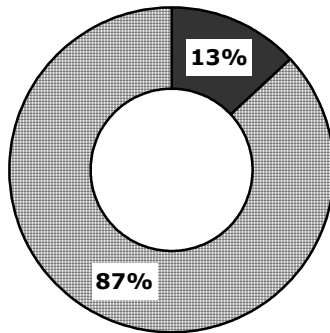
Employers reported promoting from this occupation to occupations such as Sales Associate, Outside Sales, Inside Sales Manager, Buyer, Senior Service Technician, Lead, Supervisor, Warehouse Clerical Supervisor, Assistant Manager/Service Manager, and Manager.

Employers reported that good communication and customer service skills, product knowledge, computer skills and professionalism are the most important skills and attributes for career advancement.

Order Clerks – Materials, Merchandise and Service

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	33%	33%	33%

Prior experience required (on average): 12 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	38%	63%

Experience from other occupations (sales rep or other customer service, another occupation in the same industry as the employer) accepted (on average): 22 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	50%	50%

Months of training that can be substituted for experience (on average): 12 mo.

	Yes	No	Preferred
Technical or vocational training required?	13%	80%	7%

Months of technical or vocational training required (on average): 8 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- Knowledge of or ability to learn about products being sold
- A few employers (13%) require or prefer some formal or informal training in the same industry as the employer (e.g., for an automotive company, knowledge of engine repair is desired).

Personal Attributes:

- Good communication and customer service skills
- Attention to detail

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database
- Quicken software
- AS400 software
- Pro Tools software

Projections

Employment Development Department Projections

Size of Occupation: Large (2,185 to 4,733 employees)

Estimated Growth: 2.1% per year (about as fast as the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	30%	60%	7%
Next 24 mo.	33%	60%	7%

Other Information

15 firms responded to the survey for this occupation.

There are 104 employees in this occupation among responding firms, of which 25% are male and 75% are female.

Paralegal Personnel

Legal Secretary

OES Code: 283050

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$8.63	\$20.00	\$14.38
New hires with experience	\$12.00	\$26.64	\$17.98
3 years with firm, with experience	\$15.50	\$31.96	\$23.01

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	76%	6%	6%	None	None	None
Dental	41%	None	6%	None	None	None
Vision	35%	6%	6%	None	None	None
Life	29%	None	6%	None	None	None
Sick Leave	88%	6%	None	None	None	None
Vacation	88%	6%	None	None	None	None
Retirement	65%	None	6%	None	None	None
Child Care	None	None	None	None	None	None
Other	6%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 20

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers)

Where the Jobs Are

Paralegal Personnel may find employment in private law firms, corporate law departments, insurance companies, real estate and title insurance firms, financial services firms, and all levels of government.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Internet	47% use
Colleges/Universities	41% use
Newspaper ads	35% use

Turnover

Annual percentage rate of job turnover: 22%

Union/Collective Bargaining

No employers reported union membership in this occupation.

Promotional Opportunities

Few employers (18%) reported promoting from this occupation. However, in many cases paralegals can advance into managerial and other law-related positions in a law firm or government agency, as long as those positions do not require bar membership. Paralegals may also advance by attending law school and becoming attorneys.

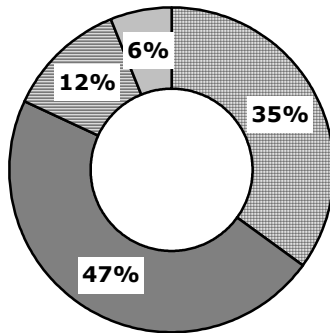
Employers reported that good communication skills, a strong work ethic, administrative and organizational ability and knowledge of the law are the most important skills and attributes for career advancement.

Paralegal Personnel

Legal Secretary

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	59%	29%	12%

Prior experience required (on average): 27 mo.

<i>(if yes or preferred):</i>	Yes	No
Experience in other occupations accepted?	67%	33%

Experience from other occupations (legal secretary/assistant, other office administrative) accepted (on average): 22 mo.

<i>(if yes or preferred):</i>	Yes	No
Training accepted in lieu of experience?	75%	25%

Months of training that can be substituted for experience (on average): 17 mo.

	Yes	No	Preferred
Technical or vocational training required?	41%	53%	6%

Months of technical or vocational training required (on average): 15 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- Many employers (47%) require or prefer formal training, which may be obtained through a 2 or 4-year program or a 1-year certificate program. Other employers prefer to train paralegals on the job.
- Paralegals are legally required to complete 8 hours of continuing legal education courses every 2-3 years.

Technical or Job Specific Skills:

- Basic computer and Internet knowledge, especially as applicable to the practice of law (e.g., legal databases)
- Good research and investigative skills
- Understanding of legal terminology

Personal Attributes:

- Ability to think logically and analytically
- Excellent oral and written communication skills
- Courtesy and tact

Computer Skills:

- Word processing (e.g., Microsoft Word, Word Perfect)
- Spreadsheet (e.g., Microsoft Excel)
- Presentation graphics (e.g., PowerPoint)
- Legal database (e.g., Lexis-Nexis)

Projections

Employment Development Department Projections

Size of Occupation: Small (fewer than 1,093 employees)

Estimated Growth: 4.7% per year (much faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	18%	76%	6%
Next 24 mo.	24%	76%	None

Other Information

17 firms responded to the survey for this occupation.

There are 39 employees in this occupation among responding firms, of which 8% are male and 92% are female.

Public Relations Specialists and Publicity Writers

OES Code: 340080

Public Relations Specialists and Publicity Writers include workers concerned with promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communication media. They also prepare and arrange displays, make speeches, and perform related publicity efforts.

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$20.29	\$28.77	\$24.53
New hires with experience	\$22.19	\$31.16	\$23.30
3 years with firm, with experience	\$26.98	\$32.12	\$27.98

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$12.00	\$13.42	\$12.71
New hires with experience	\$14.38	\$42.62	\$22.49
3 years with firm, with experience	\$16.78	\$38.36	\$23.97

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	80%	None	7%	7%	None	None
Dental	73%	None	7%	7%	None	None
Vision	67%	None	7%	7%	None	None
Life	67%	None	7%	None	None	None
Sick Leave	80%	None	7%	None	None	None
Vacation	80%	7%	7%	None	None	None
Retirement	73%	None	7%	None	None	None
Child Care	13%	None	None	None	None	None
Other*	7%	None	None	None	None	None

Hours Worked (Average per week)

Full-Time Workers: 40

Part-Time Workers: 25

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Emergency on-call (7% of employers)

Where the Jobs Are

Public Relations Specialists and Publicity Writers may find employment at: local and federal government agencies; colleges and universities; health care providers (including hospitals, doctor's offices and residential care facilities); social service agencies and providers; public relations firms and corporations.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Not Difficult

Inexperienced: Not Difficult

Recruitment Methods

Internet	73% use
Newspaper ads	60% use
Employee referrals	47% use

Turnover

Annual percentage rate of job turnover: 19%

Union/Collective Bargaining

Some employers (20%), all of them state, regional, or local government agencies or departments, reported union membership for this occupation. Union wages tend to be higher than non-union wages for inexperienced applicants.

Promotional Opportunities

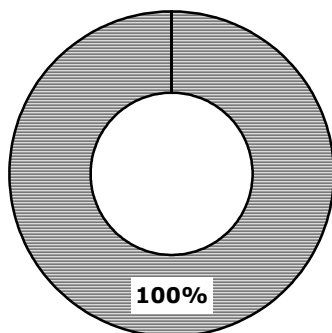
Employers reported promoting from this occupation to occupations such as PR or Communications Manager or Director, Account Supervisor/Executive/Manager, Manager or Media Rep. Many public relations professionals are self-employed freelancers.

Employers reported that the most important skills and attributes for career advancement are: good written and verbal communication skills, knowledge of and ability to work with the media, and for managerial positions, management and administrative skills and flexibility.

Public Relations Specialists and Publicity Writers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	93%	None	7%

Prior experience required (on average): 33 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	50%	50%

Experience from other occupations (journalism or marketing) accepted (on average): 36 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	47%	53%

Months of training that can be substituted for experience (on average): 24 mo.

	Yes	No	Preferred
Technical or vocational training required?	7%	73%	20%

Months of technical or vocational training required (on average): 48 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- A few employers surveyed (20%) prefer or require a candidate's undergraduate degree to be in English, Journalism, or Technical Writing.

Technical or Job Specific Skills:

- Presentation skills
- Ability to do Internet research
- Ability to keep up with developments in company's field or industry

Personal Attributes:

- Excellent verbal and written communication skills
- Outgoing and self-confident personality
- Enthusiasm for motivating people

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database (e.g., Microsoft Access)
- Desktop Publishing (e.g., Pagemaker)

Projections

Employment Development Department Projections

Size of Occupation: Small (Fewer than 1,093 employees)

Estimated Growth: 2.4% per year (about the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	13%	80%	7%
Next 24 mo.	7%	93%	None

Other Information

15 firms responded to the survey for this occupation.

There are 43 employees in this occupation among responding firms, of which 33% are male and 67% are female.

Stock Clerks – Stockroom, Warehouse, Storage Yard

OES Code: 580230

Stock Clerks – Stockroom, Warehouse, and Storage Yard receive, store and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Stockroom Laborers and workers whose primary duties involve shipping, weighing and checking are not included.

Wages and Benefits Offered

Wages (Union and Non-Union)

	Low	High	Median
New hires, no experience	\$6.75	\$13.00	\$10.00
New hires with experience	\$8.00	\$14.00	\$11.00
3 years with firm, with experience	\$10.00	\$16.00	\$12.06

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	44%	6%	38%	6%	None	None
Dental	38%	6%	31%	None	None	None
Vision	38%	6%	25%	None	None	None
Life	38%	6%	31%	None	None	None
Sick Leave	44%	None	25%	None	13%	6%
Vacation	56%	6%	25%	None	6%	None
Retirement	44%	6%	25%	None	None	None
Child Care	13%	None	6%	None	None	None
Other	6%	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: 32

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (19% of employers), Graveyard (19% of employers)

Where the Jobs Are

Stock Clerks – Stockroom, Warehouse, and Storage Yard may find employment at: trucking and courier services; state and local government; companies that manufacture or ship durable or non-durable goods (such as electronics, appliances, professional and commercial equipment, food); some retail establishments (such as movie rental stores, motor vehicle parts dealers, grocery and department stores); and employment or personnel contractors.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Recruitment Methods

Employee referrals	75% use
Walk-in applicants	56% use
Newspaper ads	44% use

Turnover

Annual percentage rate of job turnover: 25%

Union/Collective Bargaining

Few firms (13%) reported union membership in this occupation. Unionized workers belong to teamsters or machinists unions.

Promotional Opportunities

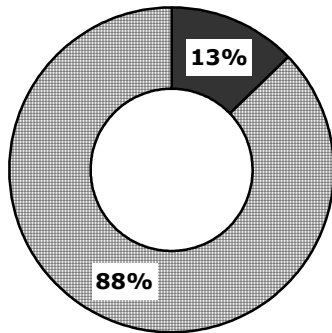
Employers reported promoting from this occupation to occupations such as Sales, Shop Attendant, Leader, Supervisor/Lead Supervisor, Department/Shift Manager, Assistant Department Head/Department Head, Manager/Supervising Manager and Yard Superintendent.

Employers reported that job knowledge and performance, customer and communication skills, and math, sales and computer skills are the most important skills and attributes for career advancement.

Stock Clerks – Stockroom, Warehouse, Storage Yard

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	44%	25%	31%

Prior experience required (on average): 9 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	67%	33%

Experience from other occupations (contracting, fast food, other warehouse occupations) accepted (on average): 10 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	67%	33%

Months of training that can be substituted for experience (on average): 5 mo.

	Yes	No	Preferred
Technical or vocational training required?	25%	69%	6%

Months of technical or vocational training required (on average): 9 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- A few employers (19%) require or prefer a forklift operator certification.

Technical or Job Specific Skills:

- Knowledge of or ability to learn about products being sold
- Basic math skills
- Basic computer operation

Personal Attributes:

- Physical ability to lift and move products being sold
- Good motor skills

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database
- Specialized inventory software

Projections

Employment Development Department Projections

Size of Occupation: Very Large (More than 4,734 employees)

Estimated Growth: 3.0% per year (faster than the Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	44%	25%	31%
Next 24 mo.	50%	44%	6%

Other Information

16 firms responded to the survey for this occupation.

There are 332 employees in this occupation among responding firms, of which 67% are male and 33% are female.

Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

Wages and Benefits Offered

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$9.59	\$12.00	\$10.80
New hires with experience	\$11.51	\$31.16	\$23.97
3 years with firm, with experience	\$14.38	\$51.14	\$28.77

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	20%	None	33%	None	None	None
Dental	13%	None	13%	None	None	None
Vision	13%	None	20%	None	None	None
Life	7%	None	13%	None	None	None
Sick Leave	27%	None	13%	None	None	None
Vacation	27%	None	13%	None	None	None
Retirement	20%	None	7%	None	None	None
Child Care	None	None	None	None	None	None
Other	None	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 40

Part-Time Workers: None

Temporary/On-Call Workers: None

Seasonal Workers: None

Work Shifts

Day (100% of employers)

Where the Jobs Are

Technical Writers may find employment at computer hardware and software firms or manufacturers of electronic equipment, aircraft, chemicals and pharmaceuticals.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Very Difficult

Inexperienced: Very Difficult

Recruitment Methods

Internet	93% use
Employee Referrals	80% use
Colleges/Universities	27% use

Turnover

Annual percentage rate of job turnover: 7%

Union/Collective Bargaining

No employers reported union membership in this occupation.

Promotional Opportunities

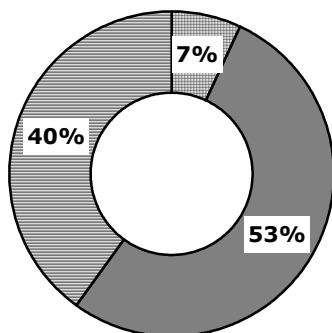
Employers reported promoting from this occupation to occupations such as Technical Writer II, Tech Leader and Multimedia/Project Manager. Most employers (73%) reported that they do not promote employees in this occupation.

Employers reported that technical training and ability (including software and programming knowledge), problem-solving ability and good job ratings are the most important skills and attributes for career advancement.

Technical Writers

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	93%	7%	None

Prior experience required (on average): 33 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	21%	79%

Experience from other occupations (science writing, computer programming or other technical training) accepted (on average): 32 mo.

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	7%	93%

Months of training that can be substituted for experience (on average): 36 mo.

	Yes	No	Preferred
Technical or vocational training required?	80%	13%	7%

Months of technical or vocational training required (on average): 35 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- Excellent writing skills, ability to express ideas clearly and logically
- Many employers (60%) require or prefer formal or informal technical training in the same industry as the employer (e.g., for software manufacturer, knowledge of software and programming is desired).
- Some employers (20%) require specific training in technical writing or a master's degree.

Personal Attributes:

- Self-motivated
- Ability to work under pressure

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Adobe Acrobat and Framemaker software

Projections

Employment Development Department Projections

Size of Occupation: Small (fewer than 1,093 employees)

Estimated Growth: 2.9% per year (faster than Alameda County Average)

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	7%	73%	20%
Next 24 mo.	27%	47%	27%

Other Information

15 firms responded to the survey for this occupation.

There are 30 employees in this occupation among responding firms, of which 87% are male and 13% are female.

Ultrasound Technologists, also known as Sonographers, direct nonionizing high frequency sound waves into areas of the patient's body; the equipment then collects reflected echoes to form an image. They explain the procedure, record additional medical history, and then position the patient for testing. Viewing a screen as the scan takes place, they look for subtle differences between healthy and pathological areas, decide which images to include, and judge if the images are satisfactory for diagnostic purposes. Ultrasound Technologists may specialize in neurosonography, (the brain), vascular (blood flows), echocardiography (the heart), abdominal (the liver, kidneys, spleen and pancreas), obstetrics/gynecology (the female reproductive system) or ophthalmology (the eye).

Wages and Benefits Offered

Wages (Union)

	Low	High	Median
New hires, no experience	\$23.80	\$28.09	\$25.00
New hires with experience	\$14.38	\$28.09	\$24.72
3 years with firm, with experience	\$16.78	\$29.59	\$27.79

Wages (Non-Union)

	Low	High	Median
New hires, no experience	\$25.00	\$30.00	\$29.97
New hires with experience	\$25.00	\$33.00	\$30.00
3 years with firm, with experience	\$28.00	\$36.00	\$35.00

Benefits

	Employer Pays 100%		Cost Shared		Employee Pays 100%	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	82%	27%	18%	None	None	None
Dental	73%	27%	27%	None	None	None
Vision	73%	27%	27%	None	None	None
Life	73%	27%	27%	None	None	None
Sick Leave	64%	27%	27%	None	None	None
Vacation	64%	27%	27%	None	None	None
Retirement	55%	18%	None	None	None	None
Child Care	9%	None	None	None	None	None
Other	None	None	None	None	None	None

Hours Worked (Average Per Week)

Full-Time Workers: 39

Part-Time Workers: 23

Temporary/On-Call Workers: 30

Seasonal Workers: None

Work Shifts

Day (100% of employers), Swing (18% of employers), Graveyard (18% of employers)

Where the Jobs Are

Ultrasound Technologists may find employment in hospitals, health clinics and physician's offices.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Very Difficult

Inexperienced: Very Difficult

Recruitment Methods

Employee referrals	91% use
Colleges/universities	64% use
Internet	55% use

Turnover

Annual percentage rate of job turnover: 14%

Union/Collective Bargaining

Some firms (36%) reported union membership in this occupation. Unionized workers belong to healthcare workers unions or other unions (such as longshoremen), and may receive lower wages at higher levels of experience.

Promotional Opportunities

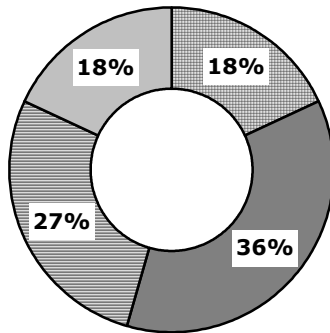
Employers reported promoting from this occupation to occupations such as Ultrasound Tech 2 or 3, Lead Technician, Coordinator, Manager or Director of Operations.

Employers reported that job knowledge, completion of a more advanced degree (such as a bachelor's degree for employees with associate degrees or lower) and leadership ability are the most important skills and attributes for career advancement.

Ultrasound Technologists

Employer Requirements

Education



- Less than High School diploma
- High School diploma or equivalent
- Associate Degree (2 yr.)
- Bachelor Degree (4 yr.)
- Graduate Study

Training and Experience

	Yes	No	Preferred
Prior experience in this occupation required?	73%	None	27%

Prior experience required (on average): 17 mo.

(if yes or preferred):	Yes	No
Experience in other occupations accepted?	None	100%

Experience from other occupations accepted: N/A

(if yes or preferred):	Yes	No
Training accepted in lieu of experience?	36%	64%

Months of training that can be substituted for experience (on average): 20 mo.

	Yes	No	Preferred
Technical or vocational training required?	55%	36%	9%

Months of technical or vocational training required (on average): 25 mo.

Skills and Other Requirements

Licenses or Certificates Required:

- None

Technical or Job Specific Skills:

- Knowledge of (or for entry level workers, ability to learn) how to operate medical sonography equipment
- Most employers (64%) either require or prefer formal technical training in radiology or sonography.

Personal Attributes:

- Physical ability to lift and turn disabled patients
- Emotional stability (for dealing with the very sick and dying)
- Ability to follow physician's instructions precisely

Computer Skills:

- Word processing (e.g., Microsoft Word)
- Spreadsheet (e.g., Microsoft Excel)
- Database

Projections

Employment Development Department Projections

Size of Occupation: Not available for this occupation

Estimated Growth: Not available for this occupation

Employer-Reported Employment Levels and Projections

	Grow	Remain Stable	Decline
Last 12 mo.	36%	64%	None
Next 24 mo.	18%	82%	None

Other Information

11 firms responded to the survey for this occupation.

There are 53 employees in this occupation among responding firms, of which 13% are male and 87% are female.

The CCOIS Questionnaire

THE CCOIS QUESTIONNAIRE

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: _____		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please complete this survey for the occupation described. If no , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees: _____	
b. In this occupation , how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there; and on average, how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		_____
vacancies resulting from people in permanent positions leaving your firm?		_____
new permanent positions resulting from growth?		_____
temporary, on call, or seasonal positions?		_____
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)																																																																																																			
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)																																																																																																			
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).																																																																																																				
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study																																																																																																				
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?	For other compensation, please indicate the average overall earnings and types(s) of compensation.																																																																																																			
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <div style="text-align: center; margin-top: 10px;">(Please check one)</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Base Wage or Salary</u></th> <th style="text-align: left; padding: 5px;"><u>Other Compensation</u></th> <th style="text-align: left; padding: 5px;"><u>Type of Compensation</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Commission</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Tips</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Bonus</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Hour <input type="checkbox"/> Week</td> <td style="padding: 5px;"><input type="checkbox"/> Hour <input type="checkbox"/> Week</td> <td style="padding: 5px;"><input type="checkbox"/> Piece Rate</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Month <input type="checkbox"/> Year</td> <td style="padding: 5px;"><input type="checkbox"/> Month <input type="checkbox"/> Year</td> <td style="padding: 5px;"><input type="checkbox"/> Other Specify _____</td> </tr> </tbody> </table>	<u>Base Wage or Salary</u>	<u>Other Compensation</u>	<u>Type of Compensation</u>	\$ _____	\$ _____	<input type="checkbox"/> Commission	\$ _____	\$ _____	<input type="checkbox"/> Tips	\$ _____	\$ _____	<input type="checkbox"/> Bonus	<input type="checkbox"/> Hour <input type="checkbox"/> Week	<input type="checkbox"/> Hour <input type="checkbox"/> Week	<input type="checkbox"/> Piece Rate	<input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Other Specify _____																																																																																	
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13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:																																																																																																				
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15 a. Does your firm ever promote employees in this occupation to higher level positions?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
If yes, what are the titles of the positions to which they may be promoted?																																																																																																				
b. What skills are important for career advancement?	_____																																																																																																			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)																																																																																																				
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____ _____																																																																																																				
17. What other new skills are needed to perform the duties of this occupation?	_____																																																																																																			
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?																																																																																																				
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet _____																																																																																																				
Are you aware of any new, changing, or emerging occupations in your industry? Please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
Would you like to receive a complimentary copy of the survey results for this occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																			

THE CCOIS USER SURVEY

Your Opinion Counts...

As a reader of the information contained in this report, your participation in completing the survey enclosed with this publication is appreciated. Your response will help us ensure that this publication continues to meet the needs of our customers.

Thank you.

To order additional publications or for more information, contact:

Employment Development Department
Labor Market Information Division
7000 Franklin Boulevard, Suite 1100
Sacramento, CA 95823-1820
916-262-2162
www.calmis.ca.gov

***Occupations Surveyed
Since 1992***

OCCUPATIONS SURVEYED

SINCE 1992 - Sorted by Year and Occupation Name

<u>Year</u>	<u>OCCUPATION</u>
1992	AIRCRAFT ENGINE SPECIALISTS AIRCRAFT MECHANICS BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALTH BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS CHEMICAL TECHNICIANS AND TECHNOLOGISTS - EXCEPT MEDICAL AND CLINICAL ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS FIREFIGHTERS HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS LEGAL SECRETARIES MACHINISTS MEDICAL AND CLINICAL LABORATORY ASSISTANTS NURSE AIDES PARALEGAL PERSONNEL PLUMBERS, PIPEFITTERS, AND STEAMFITTERS RECEPTIONISTS AND INFORMATION CLERKS SHEET METAL WORKERS SURGICAL TECHNICIANS
1993	BILL AND ACCOUNT COLLECTORS BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS CARPENTERS CASHIERS COMPUTER OPERATORS COMPUTER PROGRAMMERS, INCLUDING AIDES DATA PROCESSING EQUIPMENT REPAIRERS FOOD PREPARATION WORKERS FOOD SERVICE MANAGERS GUARDS AND WATCH GUARDS HOME HEALTH CARE WORKERS INSTRUCTIONAL AIDES LICENSED VOCATIONAL NURSES LODGING MANAGERS MEDICAL ASSISTANTS NUMERICAL-CONTROL MACHINE-TOOL OPERATORS AND TENDERS-METAL AND PLASTIC PHYSICAL THERAPY AIDES PHYSICAL THERAPY ASSISTANTS RADIOLOGIC TECHNOLOGISTS, DIAGNOSTIC SECRETARIES, GENERAL STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD TRAFFIC, SHIPPING, AND RECEIVING CLERKS TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

<u>Year</u>	<u>OCCUPATION</u>
1994	<p> AUTOMOTIVE BODY AND RELATED REPAIRERS AUTOMOTIVE MECHANICS BAKERS - BREAD AND PASTRY DENTAL ASSISTANTS DRAFTERS ELECTRICIANS ELECTRONIC HOME ENTERTAINMENT EQUIPMENT REPAIRERS EMERGENCY MEDICAL TECHNICIANS - I EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS HUMAN SERVICE WORKERS LOAN AND CREDIT CLERKS MAINTENANCE REPAIRERS - GENERAL UTILITY MEDICAL SECRETARIES OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS PERSONNEL CLERKS - EXCEPT PAYROLL AND TIMEKEEPING PHYSICAL THERAPISTS REGISTERED NURSES TELLERS </p>
1995	<p> ACCOUNTANTS AND AUDITORS ASSEMBLERS - ELECTRICAL AND ELECTRONIC EQUIPMENT - PRECISION BIOLOGICAL SCIENTISTS COMMUNICATIONS, TRANSPORTATION, AND UTILITIES OPERATIONS MANAGERS COMPUTER ENGINEERS CONCRETE AND TERRAZZO FINISHERS DATA ENTRY KEYERS - EXCEPT COMPOSING GENERAL OFFICE CLERKS INDUSTRIAL ENGINEERS - EXCEPT SAFETY JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS MACHINISTS MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS NURSE AIDES PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE RECREATION WORKERS SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC TEACHERS - SECONDARY SCHOOL TYPISTS, INCLUDING WORD PROCESSING VOCATIONAL AND EDUCATIONAL COUNSELORS </p>
1996	<p> ADMINISTRATIVE SERVICES MANAGERS COUNTER AND RELATED CLERKS CREDIT CHECKERS EMPLOYMENT INTERVIEWERS - PRIVATE OR PUBLIC EMPLOYMENT SERVICES FINANCIAL MANAGERS FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS - PRODUCTION AND OPERATING WORKERS FLORAL DESIGNERS GARDENERS, GROUNDSKEEPERS, EXCEPT FARM </p>

Year**OCCUPATION**

GUARDS AND WATCH GUARDS
HAZARDOUS-WASTE MANAGEMENT SPECIALISTS
MOBILE HEAVY EQUIPMENT MECHANICS
MOTORCYCLE REPAIRERS
ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE
PEST CONTROLLERS AND ASSISTANTS
PHARMACY ASSISTANTS
PHOTOGRAPHERS
PLASTIC MOLDING AND CASTING MACHINE OPERATORS AND TENDERS
SURGICAL TECHNICIANS
TAXI DRIVERS AND CHAUFFEURS
TRAVEL AGENTS
VETERINARY TECHNICIANS AND TECHNOLOGISTS

1997

AUTOMOTIVE MECHANICS
CARPENTERS
CONSTRUCTION MANAGERS
ELECTRICIANS
FILM EDITORS
FOOD SERVICE MANAGERS
HELPERS-CARPENTERS AND RELATED
HOME HEALTH CARE WORKERS
HOTEL DESK CLERKS
HUMAN SERVICE WORKERS
LOAN OFFICERS AND COUNSELORS
LOCAL AREA NETWORK MANAGERS
MAIDS AND HOUSEKEEPING CLEANERS
MANAGEMENT ANALYSTS
OCCUPATIONAL THERAPISTS
OPTICIANS-DISPENSING AND MEASURING
PARALEGAL PERSONNEL
PAYROLL AND TIMEKEEPING CLERKS
PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS
SOCIAL WORKERS-MEDICAL AND PSYCHIATRIC
SYSTEMS ANALYSTS-ELECTRONIC DATA PROCESSING
UNDERWRITERS
WAITERS AND WAITRESSES

1998

BAKERS - BREAD AND PASTRY
CHILD CARE WORKERS
COMPUTER PROGRAMMERS, INCLUDING AIDES
COOKS - RESTAURANT
DATA PROCESSING EQUIPMENT REPAIRERS
GENERAL MANAGERS AND TOP EXECUTIVES
HAZARDOUS MATERIAL REMOVAL WORKERS
HEATING, AIR CONDITIONING AND REFRIGERATION MECHANICS
AND INSTALLERS
INTERNET WEB SITE DESIGNERS/DEVELOPERS (WEBMASTERS)
MAINTENANCE REPAIRERS - GENERAL UTILITY
NETWORK CONTROL TECHNICIANS
PHARMACY TECHNICIANS
PHYSICAL THERAPY AIDES
RECEPTIONISTS AND INFORMATION CLERKS
REGISTERED NURSES

Year**OCCUPATION**

SALESPERSONS – RETAIL (EXCEPT VEHICLE SALES)
SECRETARIES, MEDICAL
STOCK CLERKS – SALES FLOOR
TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER

1999

BILLING, COST AND RATE CLERKS
ADMINISTRATIVE ASSISTANTS
BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS
(INCLUDING BOOKKEEPERS)
BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS
COMPUTER ENGINEERS
COMPUTER SUPPORT SPECIALISTS
COUNTER AND RENTAL CLERKS
DENTAL ASSISTANTS
DENTAL HYGIENIST
GENERAL OFFICE CLERKS
HAIRDRESSERS, HAIR STYLIST AND COSMETOLOGISTS
LABORERS, LANDSCAPING AND GROUNDS KEEPING
LEGAL SECRETARIES
LICENSED VOCATIONAL NURSES
MACHINISTS
MEDICAL ASSISTANTS
RESERVATION AND TRANSPORTATION TICKET AGENTS
STOCK CLERKS, STOCKROOM WAREHOUSE AND STORAGE YARD
TEACHERS – ELEMENTARY SCHOOL
TEACHERS AND INSTRUCTORS – VOCATIONAL EDUCATION AND TRAINING
TRAFFIC, SHIPPING AND RECEIVING CLERKS

2000

BILLING, COST AND RATE CLERKS
ACCOUNTANTS AND AUDITORS
ANNOUNCERS – RADIO AND TELEVISION
BUTCHERS AND MEAT CUTTERS
CASHIERS
CLAIMS EXAMINERS – PROPERTY AND CASUALTY
COMPUTER NETWORK TECHNICIANS
CONSTRUCTION AND BUILDING INSPECTORS
DATA ENTRY KEYERS
DESKTOP PUBLISHING – GRAPHIC DESIGNERS
DRAFTERS
EVENTS AND MEETING PLANNERS
FINANCIAL MANAGERS
HOME HEALTH AIDES
HOUSEKEEPING SUPERVISORS
JANITORS AND CLEANERS
LIBRARIANS – PROFESSIONALS
LOCKSMITHS AND SAFE REPAIRERS
MARKETING, ADVERTISING AND PUBLIC RELATIONS MANAGERS
OPHTHALMIC LABORATORY AND FRAME TECHNICIANS
RECREATION WORKERS
TELLERS
UPHOLSTERERS
VETERINARY ASSISTANTS
WELDERS AND CUTTERS

Year
2001

OCCUPATION

Automotive Mechanics
Brick Masons
Carpenters
Combined Food Preparation and Service Workers
Computer Aided Design (CAD) Technicians
Computer and Software Support Technicians
Cost Estimators
Database Administrators
Electrical and Electronic Engineers
Graphic Designers
Guards and Watch Guards
Internet Web Site Designers/Developers (Webmasters)
Loan Officers and Counselors
Medical Records Technicians
Nurse Aides
Personnel, Training, and Labor Relations Managers
Plasterers and Stucco Masons
Police Patrol Officers
Receptionists and Information Clerks
Registered Nurses
Sales Agents - Securities, Commodities and Financial Services
Teachers - Secondary School
Telemarketers, News and Street Vendors, Telephone Solicitors,
Door-to-Door Sales and Other Related Workers
Truck Drivers - Heavy or Tractor Trailer
Vocational and Educational Counselors

Appendix A

TRAINING AND EDUCATION

This section provides a sample of the training programs, community colleges and universities available in Alameda County for the 25 occupations summarized in this report. While we have made every effort to ensure that information is accurate and current, this information changes frequently. Readers are encouraged to contact the education and training providers directly to update information. The Employment Development Department (EDD) does not endorse the schools listed. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

CHILD CARE WORKERS

AMERICAN COLLEGE OF EARLY CHILDHOOD
ASIANS FOR JOB OPPORTUNITIES IN THE BAY
CITY COLLEGE OF SAN FRANCISCO
COLLEGE OF ALAMEDA
EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
ERUDITE COMMUNITY SCHOOL
HAYWARD ADULT EDUCATION
HOSPITALITY MANAGEMENT TRAINING INSTITUTE
INTERNATIONAL CHILD RESOURCE INSTITUTE
MAIN TRAIN VOCATIONAL TRAINING
MISSION VALLEY ROC/P
OAKLAND UNIFIED SCHOOL DISTRICT ADULT
OAKLAND-ALAMEDA REGIONAL OCCUPATIONAL
TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM

COMBINATION MACHINE TOOL OPERATORS AND TENDERS, METAL AND PLASTIC

CENTER FOR EMPLOYMENT TRAINING
NATIONAL TOOLING & MACHINING ASSN

COMPUTER PROGRAMMER AIDES

CALIFORNIA SCHOOL OF MEDICAL SCIENCES
CHABOT COLLEGE
CITY COLLEGE OF SAN FRANCISCO
COMP USA INC TECHNOLOGY TRAINING
COMPUSA INC TECHNOLOGY TRAINING
COMPUTER TECHNOLOGIES PROGRAM
CROSSBOW COMMUNICATIONS
EDEN AREA OCCUPATIONAL PROGRAM
FAMSOFT CORPORATION
GOLDEN GATE UNIVERSITY
INFOTEC COMMERCIAL SYSTEMS, INC.
INTER-CITY SERVICES INC.
KELLER GRADUATE SCHOOL OF MANAGEMENT OF
MISSION VALLEY ROC/P
OXMAN COLLEGE
PRODUCTIVITY POINT INTERNATIONAL
PYRAMID COMPUTER TRAINING
SAM BROWN GROUP INC INVESTIGATIVE CAREER
SAN FRANCISCO STATE UNIVERSITY
SOFTWARE ADV. TECH. INSTITUTE
TECHSKILLS, LLC
TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
UNITEK
VISTA COMMUNITY COLLEGE

COMPUTER PROGRAMMERS

CALIFORNIA SCHOOL OF MEDICAL SCIENCES
CHABOT COLLEGE
CITY COLLEGE OF SAN FRANCISCO
COMP USA INC TECHNOLOGY TRAINING
COMPUSA INC TECHNOLOGY TRAINING
COMPUTER TECHNOLOGIES PROGRAM
CROSSBOW COMMUNICATIONS
EDEN AREA OCCUPATIONAL PROGRAM
FAMSOFT CORPORATION
GOLDEN GATE UNIVERSITY

PYRAMID COMPUTER TRAINING
SAM BROWN GROUP INC INVESTIGATIVE CAREER
SAN FRANCISCO STATE UNIVERSITY
SOFTWARE ADV. TECH. INSTITUTE
TECHSKILLS, LLC
TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
UNITEK
VISTA COMMUNITY COLLEGE

COMPUTER SUPPORT SPECIALISTS

CALIFORNIA STATE UNIVERSITY, HAYWARD
CAREER SOLUTIONS LLC
COMPUSA INC TECHNOLOGY TRAINING
COMPUTER TRAINING ACADEMY INC
DEVRY INSTITUTE OF TECHNOLOGY
GOLDEN GATE UNIVERSITY
HEALD COLLEGE SCHOOLS OF BUSINESS &
INTER-CITY SERVICES INC.
ITT TECHNICAL INSTITUTE
KELLER GRADUATE SCHOOL OF MANAGEMENT OF
LAS POSITAS COLLEGE
MISSION LANGUAGE AND VOCATIONAL SCHOOL,
MISSION VALLEY ROC/P
NATIONAL TRAINING INSTITUTE INC.
NEW HORIZONS COMPUTER LEARNING CENTER
PRODUCTIVITY POINT INTERNATIONAL
SAM BROWN GROUP INC INVESTIGATIVE CAREER
SAN FRANCISCO STATE UNIVERSITY
SAN FRANCISCO STATE UNIVERSITY - COLLEGE OF
SCHOOL OF COMMUNICATION ELECTRONICS
SILICON VALLEY COLLEGE OAKLAND
SILICON VALLEY COLLEGE
SOFTWARE ADV. TECH. INSTITUTE
TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
UNITEK
UNIVERSITY OF CALIFORNIA EXTENSION,
UNIVERSITY OF PHOENIX
YOUTH FOR SERVICE

DATA PROCESSING EQUIPMENT REPAIRERS

ALAMEDA COMPUTER CENTER
AMERICAN BUSINESS COLLEGE INTERNATIONAL
COMPUTER TRAINING INSTITUTE
CROSSBOW COMMUNICATIONS
EASTBAY VIETNAMESE ASSOCIATION INC
EDEN AREA OCCUPATIONAL PROGRAM
EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
HAYWARD ADULT EDUCATION
HEALD COLLEGE
HEALD COLLEGE SCHOOLS OF BUSINESS &
INTER-CITY SERVICES INC.
LIVERMORE ADULT SCHOOL
MISSION VALLEY ROC/P
NATIONAL TRAINING INSTITUTE INC.
OAKLAND UNIFIED SCHOOL DISTRICT ADULT
S. F. COUNTY REGIONAL OCCUPATIONAL PROGRAM
SAN FRANCISCO HOUSING AUTHORITY-COMPUTER

INFOTEC COMMERCIAL SYSTEMS, INC.
INTER-CITY SERVICES INC.
KELLER GRADUATE SCHOOL OF MANAGEMENT OF
MISSION VALLEY ROC/P
OXMAN COLLEGE
PRODUCTIVITY POINT INTERNATIONAL

**HEATING, AIR CONDITIONING, AND
REFRIGERATION MECHANICS AND INSTALLERS**

CITY COLLEGE OF SAN FRANCISCO
SEQUOIA INSTITUTE
UNIVERSITY OF CALIFORNIA EXTENSION,
US DEPARTMENT OF LABOR APPRENTICESHIP AND

HOTEL DESK CLERKS

GOODWILL INDUSTRIES OF SAN FRANCISCO
HOSPITALITY MANAGEMENT TRAINING INSTITUTE

HUMAN SERVICES WORKERS

CITY COLLEGE OF SAN FRANCISCO
MERRITT COLLEGE
UNIVERSITY OF CALIFORNIA EXTENSION,

MEDICAL ASSISTANTS

ADVANCE SCHOOL OF DENTAL ASSISTING
ALBANY ADULT EDUCATION
BRYMAN COLLEGE - SOUTH
BRYMAN COLLEGE OF SAN FRANCISCO
CAREER SOLUTIONS LLC
CHABOT COLLEGE
CITY COLLEGE OF SAN FRANCISCO
COMPUTER SKILLS CENTER
ERUDITE COMMUNITY SCHOOL
HAYWARD ADULT EDUCATION
LIVERMORE ADULT SCHOOL
MISSION VALLEY ROC/P
PLEASANTON UNIFIED ADULT
SILICON VALLEY COLLEGE
WESTERN CAREER COLLEGE

**ORDER CLERKS, MATERIALS, MERCHANDISE,
AND SERVICE**

ASIANS FOR JOB OPPORTUNITIES IN THE BAY
BERKELEY ADULT SCHOOL
BUSINESS EDUCATION TECHNOLOGIES
CHABOT COLLEGE
CITY COLLEGE OF SAN FRANCISCO
COMMUNITY EDUCATIONAL SERVICES
COMP USA INC TECHNOLOGY TRAINING
COMPUTER TECHNOLOGIES PROGRAM
EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
ERUDITE COMMUNITY SCHOOL
FILIPINO-AMERICAN EMPLOYMENT AND TRAINING
GOODWILL INDUSTRIES OF SAN FRANCISCO
HAYWARD ADULT EDUCATION
L. E. N. BUSINESS AND LANGUAGE INSTITUTE
LANEY COLLEGE
LIVERMORE ADULT SCHOOL
MISSION LANGUAGE AND VOCATIONAL SCHOOL,
MISSION VALLEY ROC/P
NEWARK UNIFIED
OAKLAND UNIFIED SCHOOL DISTRICT ADULT
SAN FRANCISCO STATE UNIVERSITY - COLLEGE OF
SAN FRANCISCO VOCATIONAL SERVICES
SUMMIT COLLEGE

PARALEGAL PERSONNEL

CITY COLLEGE OF SAN FRANCISCO
MERRITT COLLEGE
PLATT COLLEGE
SAN FRANCISCO STATE UNIVERSITY
SAN FRANCISCO STATE UNIVERSITY - COLLEGE OF

YOUTH FOR SERVICE

ELECTRICIANS

CONSTRUCTION CRAFT TRAINING CENTER
US DEPARTMENT OF LABOR APPRENTICESHIP AND

**PUBLIC RELATIONS SPECIALISTS AND
PUBLICITY WRITERS**

A. D. BANKER & COMPANY
CALIFORNIA STATE UNIVERSITY, HAYWARD
DEVRY UNIVERSITY
MISSION VALLEY ROC/P
OAKLAND UNIFIED SCHOOL DISTRICT ADULT
S. F. COUNTY REGIONAL OCCUPATIONAL PROGRAM
SAN FRANCISCO STATE UNIVERSITY

**STOCK CLERKS - STOCKROOM, WAREHOUSE
OR STORAGE YARD**

ASIANS FOR JOB OPPORTUNITIES IN THE BAY
BERKELEY ADULT SCHOOL
BUSINESS EDUCATION TECHNOLOGIES
CHABOT COLLEGE
CITY COLLEGE OF SAN FRANCISCO
COMMUNITY EDUCATIONAL SERVICES
COMP USA INC TECHNOLOGY TRAINING
COMPUTER TECHNOLOGIES PROGRAM
EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
ERUDITE COMMUNITY SCHOOL
FILIPINO-AMERICAN EMPLOYMENT AND TRAINING
GOODWILL INDUSTRIES OF SAN FRANCISCO
HAYWARD ADULT EDUCATION
L. E. N. BUSINESS AND LANGUAGE INSTITUTE
LANEY COLLEGE
LIVERMORE ADULT SCHOOL
MISSION LANGUAGE AND VOCATIONAL SCHOOL,
MISSION VALLEY ROC/P
NEWARK UNIFIED
OAKLAND UNIFIED SCHOOL DISTRICT ADULT
PRESIDIO WORLD COLLEGE
SAN FRANCISCO STATE UNIVERSITY
SAN FRANCISCO STATE UNIVERSITY - COLLEGE OF
SAN FRANCISCO VOCATIONAL SERVICES
SUMMIT COLLEGE
TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM

TEACHERS, ELEMENTARY SCHOOL

ALLIANT INTERNATIONAL UNIVERSITY - SAN
AMERICAN COLLEGE OF EARLY CHILDHOOD
ASIAN NEIGHBORHOOD DESIGN
CALIFORNIA STATE UNIVERSITY, HAYWARD
CASTRO VALLEY ADULT SCHOOL
EDEN AREA OCCUPATIONAL PROGRAM
HOLY NAMES COLLEGE
INTERCULTURAL INSTITUTE OF CALIFORNIA
MARIA MONTESSORI INSTITUTE OF SAN FRANCISCO
MERRITT COLLEGE
MONTESSORI TEACHER EDUCATION CENTER SAN
NEW COLLEGE OF CALIFORNIA
OLYMPIA INSTITUTE
SAN FRANCISCO STATE UNIVERSITY
UNIVERSITY OF CALIFORNIA, BERKELEY
UNIVERSITY OF PHOENIX - NORTHERN
UNIVERSITY OF SAN FRANCISCO
WESTERN INSTITUTE FOR SOCIAL RESEARCH

TECHNICAL WRITERS AND EDITORS

EDEN AREA OCCUPATIONAL PROGRAM
ENGLISH CENTER FOR INTERNATIONAL WOMEN
HOLY NAMES COLLEGE
NEW COLLEGE OF CALIFORNIA
SAN FRANCISCO STATE UNIVERSITY
SAN FRANCISCO STATE UNIVERSITY - COLLEGE OF

TRAINING AND EDUCATION PROVIDERS

Provider: A. D. BANKER & COMPANY
Physical Address: EXECUTIVE INN_20777 HESPERIAN
 HAYWARD CA, 94541-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (800) 866-2468
Fax: (913) 451-3766
Internet/URL: <http://www.adbanker.com>
Email: mailto:adbankeronline@adbanker.com

Occupational Title: 340080 PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS
Training Program(s): Business and Personal/Financial Services Marketing Operations (NEW)

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** Yes
Child Care: Yes **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Provider: ADVANCE SCHOOL OF DENTAL ASSISTING
Physical Address: 6180 JARVIS AVE STE J
 NEWARK CA, 94560-
School Type: Hospital or Health Programs not elsewhere included
Phone: (510) 668-0286
Fax: (510) 668-0561
Internet/URL: <http://www.dats.com>
Email: none

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical Office Management/Administration

Financial Aid: Yes **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Provider: ALAMEDA COMPUTER CENTER
Physical Address: 2148 BROADWAY
 ALAMEDA CA, 94501-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 208-7000
Fax: (510) 208-7777
Internet/URL: <http://www.alamedacomputer.com>
Email: mailto:acc2415@msn.com

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Technology/Computer Systems Technology (NEW)

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** Yes
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Provider: ALBANY ADULT EDUCATION
Physical Address: 601 SAN GABRIEL AVE
 ALBANY CA, 94706-
School Type: Public Adult Schools with occupational programs
Phone: (510) 559-6580
Fax: (510) 559-6583
Internet/URL: <http://www.albany.k12.ca.us/adult/>
Email: mailto:hsugar@albany.k12.ca.us

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Provider: ALLIANT INTERNATIONAL UNIVERSITY - SAN
Physical Address: 1005 ATLANTIC AVENUE
 ALAMEDA CA, 94501
School Type: Private 4- or more year Colleges and Universities,
 including Graduate and Professional Schools
Phone: (510) 523-2300
Fax: (858) 635-4739
Internet/URL: <http://www.alliant.edu>
Email: mailto:admissions@alliant.edu

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Education, General

Financial Aid: Yes **Doctorate Degree:** Yes
Veteran Approved: Yes **Master Degree:** Yes
Job Placement: Yes **Bachelor Degree:** Yes
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** No
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: Yes

Provider:	AMERICAN BUSINESS COLLEGE INTERNATIONAL	Financial Aid:	Yes	Doctorate Degree:	No
Physical Address:	3850 DECOTO ROAD FREMONT CA, 94555	Veteran Approved:	No	Master Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(510) 258-0800	Career Development:	Yes	Associate Degree:	No
Fax:		Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.americanbci.com	Child Care:	No	Diploma:	No
Email:	mailto:	Open Entry/Open Exit:	No		
		Distance Learning:	Yes		
		English as a Second Language:			No
Occupational Title:	857050 DATA PROCESSING EQUIPMENT REPAIRERS				
Training Program(s):	Computer Installation and Repair Technology/Technician Computer Technology/Computer Systems Technology (NEW)				
Provider:	AMERICAN COLLEGE OF EARLY CHILDHOOD	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	760 MARKET STREET, STE 1009 SAN FRANCISCO CA, 94102-	Veteran Approved:	Yes	Master Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(415) 677-9717	Career Development:	Yes	Associate Degree:	No
Fax:	(415) 677-9810	Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.nannycollege.com	Child Care:	No	Diploma:	Yes
Email:	nannyeduc@aol.com	Open Entry/Open Exit:	Yes		
		Distance Learning:	No		
		English as a Second Language:			Yes
Occupational Title:	680380 CHILD CARE WORKERS				
Training Program(s):	Child Care and Support Services Management (NEW)				
Occupational Title:	313050 TEACHERS, ELEMENTARY SCHOOL				
Training Program(s):	Elementary Education and Teaching				
Provider:	ASIAN NEIGHBORHOOD DESIGN	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	1890 CAMPBELL STREET OAKLAND CA, 94607-	Veteran Approved:	No	Master Degree:	No
School Type:	Other Education	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(510) 433-1391	Career Development:	Yes	Associate Degree:	No
Fax:	5104331375	Counseling:	Yes	Certificate:	No
Internet/URL:	http://www.andnet.org	Child Care:	Yes	Diploma:	No
Email:	mailto:info@andnet.org	Open Entry/Open Exit:	No		
		Distance Learning:	No		
		English as a Second Language:			No
Occupational Title:	313050 TEACHERS, ELEMENTARY SCHOOL				
Training Program(s):	Bilingual and Multilingual Education				
Provider:	ASIANS FOR JOB OPPORTUNITIES IN THE BAY AREA	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	1911 ADDISON STREET BERKELEY CA, 94704-1101	Veteran Approved:	No	Master Degree:	Yes
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Job Placement:	Yes	Bachelor Degree:	Yes
Phone:	(510) 548-6700	Career Development:	Yes	Associate Degree:	Yes
Fax:	(510) 548-9300	Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.ajob.org	Child Care:	No	Diploma:	No
Email:	ajob@ajob.org	Open Entry/Open Exit:	Yes		
		Distance Learning:	No		
		English as a Second Language:			Yes
Occupational Title:	680380 CHILD CARE WORKERS				
Training Program(s):	Human Development, Family Studies, and Related Services, Other				
Occupational Title:	553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE				
Training Program(s):	General Office Occupations and Clerical Services				
Occupational Title:	580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD				
Training Program(s):	General Office Occupations and Clerical Services				
Provider:	BERKELEY ADULT SCHOOL	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	1222 UNIVERSITY AVENUE BERKELEY CA, 94702-1798	Veteran Approved:	Yes	Master Degree:	No
School Type:	Public Adult Schools with occupational programs	Job Placement:	No	Bachelor Degree:	No
Phone:	(510) 644-6130	Career Development:	No	Associate Degree:	No
Fax:	(510) 644-6784	Counseling:	No	Certificate:	Yes
Internet/URL:	http://bas.berkeley.net	Child Care:	No	Diploma:	Yes
Email:	das@bas.berkeley.net	Open Entry/Open Exit:	Yes		
		Distance Learning:	Yes		
		English as a Second Language:			Yes
Occupational Title:	553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE				
Training Program(s):	General Office Occupations and Clerical Services				
Occupational Title:	580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD				
Training Program(s):	General Office Occupations and Clerical Services				

Provider: BRYMAN COLLEGE - SOUTH
Physical Address: 22336 MAIN STREET, 1ST FLOOR
HAYWARD CA, 94541
School Type: Private 4- or more year Colleges and Universities,
including Graduate and Professional Schools
Phone: (510) 615-4160
Fax:
Internet/URL: <http://www.bryman-college.com>
Email: mailto:

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Ophthalmic Technician/Technologist

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

Provider: BRYMAN COLLEGE OF SAN FRANCISCO
Physical Address: 814 MISSION ST
SAN FRANCISCO CA, 94103-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 777-2500
Fax: (415) 495-3457
Internet/URL: <http://www.cci.edu>
Email: n a

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical Office Management/Administration
Medical/Clinical Assistant

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Provider: BUSINESS EDUCATION TECHNOLOGIES
Physical Address: 1611 TELEGRAPH AVENUE, STE 111
OAKLAND CA, 94612-
School Type: Secondary Schools with Occupational Programs (ROP and
vocational/occupational education)
Phone: (510) 986-6710
Fax: (510) 986-6717
Internet/URL: Not Available
Email: betech@pacbell.net

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Provider: CALIFORNIA SCHOOL OF MEDICAL SCIENCES
Physical Address: 393 7TH AVENUE, SUITE 201
SAN FRANCISCO CA, 94118
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 221-1147
Fax:
Internet/URL: http://www.csoms.1colony.com/program_medsono.html
Email: [mailto: info@globaltrainingcenter.net](mailto:info@globaltrainingcenter.net)

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming, Specific Applications (NEW)

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming, Specific Applications (NEW)

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

Provider: CALIFORNIA STATE UNIVERSITY, HAYWARD
Physical Address: 25800 CARLOS BEE BOULEVARD
HAYWARD CA, 94542-3000
School Type: Public 4- or more year Colleges and Universities,
including all Graduate and Professional Schools
Phone: (510) 885-3716
Fax: (510) 885-4777
Internet/URL: <http://www.csuhayward.edu>
Email: admininfo@csuhayward.edu

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)
Information Science/Studies

Occupational Title: 340080 PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS
Training Program(s): Public Relations/Image Management (NEW)

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Reading Teacher Education; Education, General

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: CAREER SOLUTIONS LLC
Physical Address: 1330 DECOTO RD
 UNION CITY CA, 94587-
School Type: Other Education
Phone: (510) 429-9170
Fax: (510) 429-9171
Internet/URL: www.cscollege.com
Email: <mailto:info@cscollege.com>

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)
Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Provider: CASTRO VALLEY ADULT SCHOOL
Physical Address: 4430 ALMA AVENUE
 CASTRO VALLEY CA, 94546-
School Type: Other Education
Phone: (510) 886-1000
Fax: (510) 537-8537
Internet/URL: <http://www.cvadult.org>
Email: <mailto:cvadult.org@yahoo.com>

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Education, General

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

Provider: CENTER FOR EMPLOYMENT TRAINING
Physical Address: 8390 CAPWELL DRIVE
 OAKLAND CA, 94621-
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (510) 568-6166
Fax: (510) 568-6723
Internet/URL: <http://www.cet2000.org>
Email: not applicable

Occupational Title: 915080 COMBINATION MACHINE TOOL OPERATORS AND TENDERS, METAL AND PLASTIC
Training Program(s): Machine Shop Technology/Assistant

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: CHABOT COLLEGE
Physical Address: 25555 HESPERIAN BOULEVARD
 HAYWARD CA, 94545-0001
School Type: Community Colleges
Phone: (510) 723-6600
Fax: (510) 782-9385
Internet/URL: <http://www.chabotcollege.org>
Email: jyoung@chabot.cc.ca.us

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant
Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services
 Sales, Distribution, and Marketing Operations, General

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

Provider: CITY COLLEGE OF SAN FRANCISCO
Physical Address: 50 PHELAN AVE (11CAMPUSES IN S
 SAN FRANCISCO CA, 94112-1898
School Type: Community Colleges
Phone: (415) 239-3000
Fax: (415) 239-3936
Internet/URL: <http://www.ccsf.org>
Email: advisor@ccsf.org

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care Provider/Assistant
Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 859020 HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS
Training Program(s): Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HAC
Occupational Title: 273080 HUMAN SERVICES WORKERS
Training Program(s): Community Health Services/Liaison/Counseling
Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant
Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services
Occupational Title: 283050 PARALEGAL PERSONNEL
Training Program(s): Legal Assistant/Paralegal
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): Sales, Distribution, and Marketing Operations, General
 General Office Occupations and Clerical Services

Provider: COLLEGE OF ALAMEDA
Physical Address: 555 ATLANTIC AVE
 ALAMEDA CA, 94501-2109
School Type: Community Colleges
Phone: (510) 522-7221
Fax: (510) 769-6019
Internet/URL: <http://www.peralta.cc.ca.us>
Email: alee@peralta.cc.ca.us

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Human Development, Family Studies, and Related Services, Other

Provider: COMMUNITY EDUCATIONAL SERVICES
Physical Address: 80 FRESNO ST
 SAN FRANCISCO CA, 94133-
School Type: Other Education
Phone: (415) 982-0615
Fax: (415) 434-3128
Internet/URL: <http://www.cessf.org>
Email: darin@cessf.org

Financial Aid: Yes
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: COMP USA INC TECHNOLOGY TRAINING
Physical Address: 5775 JOHNSON DRIVE
 PLEASANTON CA, 94588-
School Type: Other Education
Phone: (925) 737-5250
Fax: (925) 737-5255
Internet/URL: <http://www.compusa.com>
Email: vince_di_stefano@compusa.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: COMPUSA INC TECHNOLOGY TRAINING
Physical Address: THE PHELAN BUILDING 750 MARKET
 SAN FRANCISCO CA, 94102-
School Type: Other Education
Phone: (415) 743-3250
Fax:
Internet/URL: <http://www.compusa.com>
Email: mailto:n/a

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** No
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Provider: COMPUTER SKILLS CENTER
Physical Address: 5011 GEARY BLVD
 SAN FRANCISCO CA, 94118-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 221-9201
Fax: (415) 750-0525
Internet/URL: [Not Available](#)
Email: computeskl@aol.com

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical Office Management/Administration

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Provider: COMPUTER TECHNOLOGIES PROGRAM
Physical Address: 1918 OXFORD STREET
 BERKELEY CA, 94704-
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (510) 849-2911
Fax: (510) 849-2968
Internet/URL: <http://www.ctpberk.org>
Email: pvella@ctpberk.org

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Provider: COMPUTER TRAINING ACADEMY INC
Physical Address: 2174 RHEEM DR
 PLEASANTON CA, 94588-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (925) 441-6990
Fax: (925) 441-6994
Internet/URL: <http://www.cci.edu>
Email: fperlesc@cci.edu

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies

Financial Aid: Yes **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** No
Child Care: No **Diploma:** Yes
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Provider: COMPUTER TRAINING INSTITUTE
Physical Address: 6250 THORNTON AVE
 NEWARK CA, 94560-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 742-9600
Fax: (510) 742-9650
Internet/URL: [Not Available](#)
Email: mailto:reza@itscti.net

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Financial Aid: Yes **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Provider: CONSTRUCTION CRAFT TRAINING CENTER
Physical Address: 26218 INDUSTRIAL BLVD
HAYWARD CA, 94545-
School Type: Apprenticeship Programs
Phone: (510) 785-2282
Fax: (510) 785-9136
Internet/URL: <http://www.cctc.edu>
Email: tracey@bcg.net

Occupational Title: 872020 ELECTRICIANS
Training Program(s): Electrician

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Provider: CROSSBOW COMMUNICATIONS
Physical Address: 5311 RANDALL PLACE
FREMONT CA, 94538
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 661-9252
Fax:
Internet/URL: [Not Available](#)
Email: mailto:

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming, Specific Applications (NEW)

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming, Specific Applications (NEW)

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** No
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Provider: DEVRY INSTITUTE OF TECHNOLOGY
Physical Address: 6600 DUMBARTON CIRCLE
FREMONT CA, 94555-
School Type: Private 4- or more year Colleges and Universities,
including Graduate and Professional Schools
Phone: (510) 574-1250
Fax: (510) 574-1125
Internet/URL: <http://www.fre.devry.edu>
Email: www.devry.edu

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies

Financial Aid: Yes **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** Yes
Career Development: Yes **Associate Degree:** Yes
Counseling: Yes **Certificate:** No
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Provider: DEVRY UNIVERSITY
Physical Address: 455 MARKET STREET, SUITE 1650
SAN FRANCISCO CA, 94105
School Type: Private 4- or more year Colleges and Universities,
including Graduate and Professional Schools
Phone: (415) 865-0402
Fax:
Internet/URL: <http://www.learn.devry.us>
Email: mailto:

Occupational Title: 340080 PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS
Training Program(s): Public Relations/Image Management (NEW)

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** Yes
Job Placement: No **Bachelor Degree:** Yes
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** No
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Provider: EASTBAY VIETNAMESE ASSOCIATION INC
Physical Address: 1218 MILLER AVE
OAKLAND CA, 94601-
School Type: Other Education
Phone: (510) 533-4224
Fax: (510) 533-4219
Internet/URL: <http://www.ebva.org>
Email: ebva@aol.com

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Technology/Computer Systems Technology (NEW)

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: Yes **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Provider: EDEN AREA OCCUPATIONAL PROGRAM
Physical Address: 26316 HESPERIAN BLVD
HAYWARD CA, 94545-
School Type: occupational training
Phone: (510) 293-2900
Fax: (510) 783-2955
Internet/URL: <http://www.edenrop.org>
Email: lisab@acoe.k12.ca.us

Financial Aid: Yes
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Computer Programming, Specific Applications (NEW)

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General
Computer Programming, Specific Applications (NEW)

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Education, General

Occupational Title: 340050 TECHNICAL WRITERS AND EDITORS
Training Program(s): Creative Writing

Provider: EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 26316 HESPERIAN BOULEVARD
HAYWARD CA, 94545-2458
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (510) 293-2900
Fax: (510) 293-8325
Internet/URL: <http://www.edenrop.org>
Email: lipskil@acoe.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care and Support Services Management (NEW)

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: ENGLISH CENTER FOR INTERNATIONAL WOMEN
Physical Address: 5000 MACARTHUR BLVD MILLS CLG,
OAKLAND CA, 94613-
School Type: Other Education
Phone: (510) 430-2234
Fax: (510) 430-2259
Internet/URL: <http://www.eciw.org>
Email: ecwinfo@eciw.mills.edu

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 340050 TECHNICAL WRITERS AND EDITORS
Training Program(s): Technical and Business Writing

Provider: ERUDITE COMMUNITY SCHOOL
Physical Address: 939 MARKET STREET, SUITE 202
SAN FRANCISCO CA, 94103
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 243-4311
Fax:
Internet/URL: <http://www.erudites.net>
Email: mailto:

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care Provider/Assistant
Child Care and Support Services Management (NEW)

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical Office Management/Administration

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: FAMSOF CORPORATION
Physical Address: 1300 FULTON PLACE
 FREMONT CA, 94539
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 683-3940
Fax: (510) 683-3906
Internet/URL: <http://www.famsoft.com>
Email: <mailto:fareeha@famsoft.com>

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General

Provider: FILIPINO-AMERICAN EMPLOYMENT AND TRAINING
Physical Address: 2940 16TH ST STE 319
 SAN FRANCISCO CA, 94103
School Type: Other Education
Phone: (415) 626-1608
Fax: (415) 437-9241
Internet/URL: <http://www.webspawner.com/users/filamjobs/>
Email: mailto:marivi_blanco@yahoo.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: GOLDEN GATE UNIVERSITY
Physical Address: 536 MISSION ST
 SAN FRANCISCO CA, 94105-2968
School Type: Private 4- or more year Colleges and Universities,
 including Graduate and Professional Schools
Phone: (415) 442-7800
Fax: (415) 442-7807
Internet/URL: <http://www.ggu.edu>
Email: info@ggu.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: Yes
Diploma: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Management Information Systems, General

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Management Information Systems, General

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)
 Management Information Systems, General

Provider: GOODWILL INDUSTRIES OF SAN FRANCISCO
Physical Address: 1500 MISSION ST
 SAN FRANCISCO CA, 94103-
School Type: Apprenticeship Programs
Phone: (415) 575-2100
Fax: (415) 575-2170
Internet/URL: <http://www.sfgoodwill.org>
Email: dtaylor@sfgoodwill.org

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 538080 HOTEL DESK CLERKS
Training Program(s): Hospitality and Recreation Marketing Operations (NEW)

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: HAYWARD ADULT EDUCATION
Physical Address: 22100 PRINCETON STREET
 HAYWARD CA, 94541-
School Type: Other Education
Phone: (510) 293-8595
Fax: (510) 727-1139
Internet/URL: <http://www.haywardadult.k12.ca.us>
Email: <mailto:registra@husd.k12.ca.us>

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care Provider/Assistant

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: HEALD COLLEGE
Physical Address: 25500 INDUSTRIAL BLVD
 HAYWARD CA, 94545-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 783-2100
Fax: (510) 783-3287
Internet/URL: <http://www.heald.edu>
Email: mailto:belind_alcid@heald.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Technology/Computer Systems Technology (NEW)

Provider: HEALD COLLEGE SCHOOLS OF BUSINESS &
Physical Address: 350 MISSION ST
 SAN FRANCISCO CA, 94105-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 808-3000
Fax: (415) 808-3005
Internet/URL: <http://www.heald.edu>
Email: n a

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Provider: HOLY NAMES COLLEGE
Physical Address: 3500 MOUNTAIN BOULEVARD
 OAKLAND CA, 94619-
School Type: Private 4- or more year Colleges and Universities,
 including Graduate and Professional Schools
Phone: (510) 436-1351
Fax: (510) 436-1199
Internet/URL: <http://www.hnc.edu>
Email: admissions@hnc.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Education, General
 Teacher Education and Professional Development, Specific Subject Areas, Other

Occupational Title: 340050 TECHNICAL WRITERS AND EDITORS
Training Program(s): Business/Corporate Communications

Provider: HOSPITALITY MANAGEMENT TRAINING INSTITUTE
Physical Address: 760 MARKET ST, STE 1009
 SAN FRANCISCO CA, 94102-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 677-9717
Fax: (415) 677-9810
Internet/URL: <http://www.hotelcollege.com>
Email: hotelscool@aol.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care Provider/Assistant

Occupational Title: 538080 HOTEL DESK CLERKS
Training Program(s): Hospitality and Recreation Marketing Operations (NEW)

Provider: INFOTEC COMMERCIAL SYSTEMS, INC.
Physical Address: 455 MARKET ST, STE 1650
 SAN FRANCISCO CA, 94105-
School Type: Proprietary (Private) Business and Technical Schools

Phone: (415) 267-0821
Fax: (415) 896-1358
Internet/URL: <http://www.infotec.com>
Email: brenth@infotec.com

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming, Specific Applications (NEW)

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming, Specific Applications (NEW)

Provider: INTER-CITY SERVICES INC.
Physical Address: 3269 ADELIN STREET
 BERKELEY CA, 94703-
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)

Phone: (510) 655-3552
Fax: (510) 655-3554
Internet/URL: <http://www.icsworks.com>
Email: middeen@icsworks.com

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Management Information Systems, General

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Management Information Systems, General

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Management Information Systems, General

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Provider: INTERCULTURAL INSTITUTE OF CALIFORNIA
Physical Address: 1362 POST ST
 SAN FRANCISCO CA, 94109-
School Type: Other Education

Phone: (415) 441-1881
Fax: (415) 885-4155
Internet/URL: <http://www.iic.edu>
Email: iic@koreannet.org

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** Yes
Job Placement: No **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Foreign Language Teacher Education

Provider: INTERNATIONAL CHILD RESOURCE INSTITUTE
Physical Address: 2370 GRAND AVENUE
 OAKLAND CA, 94601-
School Type: Other Education

Phone: (510) 644-1000
Fax: (510) 525-4106
Internet/URL: <http://www.icrichild.org>
Email: mailto:icrichild@aol.com

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** No
Counseling: No **Certificate:** Yes
Child Care: Yes **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care and Support Services Management (NEW)

Provider: ITT TECHNICAL INSTITUTE
Physical Address: 3979 TRUST WAY
 HAYWARD CA, 94545-
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: (510) 785-8522
Fax: (510) 785-7818
Internet/URL: <http://www.itt-tech.edu>
Email: mailto:kparadis@itt-tech.edu

Financial Aid: Yes **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** Yes
Career Development: Yes **Associate Degree:** Yes
Counseling: Yes **Certificate:** No
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Provider: KELLER GRADUATE SCHOOL OF MANAGEMENT
Physical Address: 6600 DUMBARTON CIRCLE
 FREMONT CA, 94555-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 574-1250
Fax: (510) 742-0866
Internet/URL: <http://www.keller.edu>
Email: <mailto:admissions@keller.edu>

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Management Information Systems, General
 Management Information Systems, General

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Management Information Systems, General

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)
 Management Information Systems, General
 Computer Systems Networking and Telecommunications (NEW)
 Management Information Systems, General

Provider: L. E. N. BUSINESS AND LANGUAGE INSTITUTE
Physical Address: 1254 MARKET ST, STE 200
 SAN FRANCISCO CA, 94102-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 252-9059
Fax: (415) 252-0360
Internet/URL: <http://www.leninstitute.com>
Email: leninst@earthlink.net

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: LANEY COLLEGE
Physical Address: 900 FALLON STREET
 OAKLAND CA, 94607-4893
School Type: Community Colleges
Phone: (510) 834-5740
Fax: (510) 464-3231
Internet/URL: <http://www.peralta.cc.ca.us>
Email: eleal@peralta.cc.ca.us

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: LAS POSITAS COLLEGE
Physical Address: 3033 COLLIER CANYON ROAD
 LIVERMORE CA, 94550-7650
School Type: Community Colleges
Phone: (925) 373-5800
Fax: (925) 443-0742
Internet/URL: <http://www.laspositas.cc.ca.us>
Email: <mailto:dmilanese@clpccd.cc.ca.us>

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Provider:	LIVERMORE ADULT SCHOOL	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	543 SONOMA AVENUE LIVERMORE CA, 94550-	Veteran Approved:	Yes	Master Degree:	No
School Type:	Public Adult Schools with occupational programs	Job Placement:	No	Bachelor Degree:	No
Phone:	(925) 606-4722	Career Development:	No	Associate Degree:	No
Fax:	(925) 606-3389	Counseling:	No	Certificate:	Yes
Internet/URL:	http://www.lvjUSD.k12.ca.us	Child Care:	No	Diploma:	Yes
Email:	nancy-steele@snmail.lvjUSD.k12.ca.us	Open Entry/Open Exit:	Yes		
		Distance Learning:	Yes		
		English as a Second Language:			Yes
Occupational Title:	857050 DATA PROCESSING EQUIPMENT REPAIRERS				
Training Program(s):	Computer Installation and Repair Technology/Technician				
Occupational Title:	660050 MEDICAL ASSISTANTS				
Training Program(s):	Medical/Clinical Assistant				
Occupational Title:	553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE				
Training Program(s):	General Office Occupations and Clerical Services				
Occupational Title:	580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD				
Training Program(s):	General Office Occupations and Clerical Services				
Provider:	MAIN TRAIN VOCATIONAL TRAINING	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	777 STOCKTON, RM 203 SAN FRANCISCO CA, 94108-	Veteran Approved:	Yes	Master Degree:	No
School Type:	Other Education	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(415) 398-3353	Career Development:	Yes	Associate Degree:	No
Fax:	(415) 398-3357	Counseling:	Yes	Certificate:	Yes
Internet/URL:	Not Available	Child Care:	No	Diploma:	No
Email:	n a	Open Entry/Open Exit:	Yes		
		Distance Learning:	No		
		English as a Second Language:			Yes
Occupational Title:	680380 CHILD CARE WORKERS				
Training Program(s):	Human Development, Family Studies, and Related Services, Other				
Provider:	MARIA MONTESSORI INSTITUTE OF SAN FRANCISCO	Financial Aid:	Yes	Doctorate Degree:	No
Physical Address:	678 PORTOLA DR SAN FRANCISCO CA, 94127-	Veteran Approved:	No	Master Degree:	No
School Type:	Other Education	Job Placement:	No	Bachelor Degree:	No
Phone:	(415) 665-6145	Career Development:	Yes	Associate Degree:	No
Fax:	(415) 665-6145	Counseling:	Yes	Certificate:	Yes
Internet/URL:	Not Available	Child Care:	Yes	Diploma:	No
Email:	pax101@aol.com	Open Entry/Open Exit:	No		
		Distance Learning:	Yes		
		English as a Second Language:			Yes
Occupational Title:	313050 TEACHERS, ELEMENTARY SCHOOL				
Training Program(s):	Elementary Education and Teaching				
Provider:	MERRITT COLLEGE	Financial Aid:	Yes	Doctorate Degree:	No
Physical Address:	12500 CAMPUS DRIVE OAKLAND CA, 94619-3166	Veteran Approved:	Yes	Master Degree:	No
School Type:	Community Colleges	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(510) 531-4911	Career Development:	Yes	Associate Degree:	Yes
Fax:	(510) 436-2405	Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.peralta.cc.ca.us	Child Care:	Yes	Diploma:	No
Email:	dferro@merritt.edu	Open Entry/Open Exit:	Yes		
		Distance Learning:	Yes		
		English as a Second Language:			Yes
Occupational Title:	273080 HUMAN SERVICES WORKERS				
Training Program(s):	Substance Abuse/Addiction Counseling Community Health Services/Liaison/Counseling				
Occupational Title:	283050 PARALEGAL PERSONNEL				
Training Program(s):	Legal Assistant/Paralegal				
Occupational Title:	313050 TEACHERS, ELEMENTARY SCHOOL				
Training Program(s):	Education, General				
Provider:	MISSION LANGUAGE AND VOCATIONAL SCHOOL,	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	2929 19TH ST SAN FRANCISCO CA, 94110-	Veteran Approved:	Yes	Master Degree:	No
School Type:	Secondary Schools with Occupational Programs (ROP and vocational/occupational education)	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(415) 648-5220	Career Development:	No	Associate Degree:	No
Fax:	(415) 641-0262	Counseling:	No	Certificate:	Yes
Internet/URL:	not applicable	Child Care:	No	Diploma:	No
Email:	n a	Open Entry/Open Exit:	Yes		
		Distance Learning:	No		
		English as a Second Language:			Yes

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: MISSION VALLEY ROC/P
Physical Address: 40230 LAIOLO ROAD
 FREMONT CA, 94538-
School Type: Public Adult Schools with occupational programs

Phone: (510) 657-1865
Fax: (510) 438-0378
Internet/URL: <http://www.mvrop.org>
Email: sflanagan@mail.fremont.k12.ca.us

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care and Support Services Management (NEW)

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming, Specific Applications (NEW)

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming, Specific Applications (NEW)

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Technology/Computer Systems Technology (NEW)

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant
 Medical Office Management/Administration

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 340080 PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS
Training Program(s): Business and Personal/Financial Services Marketing Operations (NEW)

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services
 Sales, Distribution, and Marketing Operations, General

Provider: MONTESSORI TEACHER EDUCATION CENTER SAN
Physical Address: 16492 FOOTHILL BOULEVARD
 SAN LEANDRO CA, 94578-
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)

Phone: (510) 278-1115
Fax: (510) 278-1577
Internet/URL: <http://www.montessoritec-sf.com>
Email: pzrigg@montessorica.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: No
Counseling: No
Child Care: Yes
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Elementary Education and Teaching

Provider: NATIONAL TOOLING & MACHINING ASSN
Physical Address: 43651 S. GRIMMER BLVD
 FREMONT CA, 94538-
School Type: Apprenticeship Programs

Phone: (510) 226-3760
Fax: (510) 226-3778
Internet/URL: [Not Available](#)
Email: mailto:ntmasfbay.org

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 915080 COMBINATION MACHINE TOOL OPERATORS AND TENDERS, METAL AND PLASTIC
Training Program(s): Machine Shop Technology/Assistant

Provider: NATIONAL TRAINING INSTITUTE INC.
Physical Address: 1404 FRANKLIN ST. SUITE 200
 OAKLAND CA, 94612-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 451-1522
Fax: (510) 451-5653
Internet/URL: <http://www.ntiusa.com>
Email: <mailto:info@oakland.ntiusa.com>

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)
Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Technology/Computer Systems Technology (NEW)

Provider: NEW COLLEGE OF CALIFORNIA
Physical Address: VARIOUS CAMPUSES (50 FELL ST,
 SAN FRANCISCO CA, 94110-
School Type: Private 4- or more year Colleges and Universities,
 including Graduate and Professional Schools
Phone: (415) 437-3460
Fax: (415) 437-3417
Internet/URL: <http://www.newcollege.edu>
Email: admissions@newcollege.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: No
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Teacher Education and Professional Development, Specific Subject Areas, Other
Occupational Title: 340050 TECHNICAL WRITERS AND EDITORS
Training Program(s): Creative Writing

Provider: NEW HORIZONS COMPUTER LEARNING CENTER
Physical Address: ONE EMBARCADERO CENTER STE 200
 SAN FRANCISCO CA, 94111-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 933-9955
Fax: (415) 932-6562
Internet/URL: <http://www.newhorizons.com>
Email: ruben.lopez@newhorizons.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies
 Computer Systems Networking and Telecommunications (NEW)

Provider: NEWARK UNIFIED
Physical Address: 36120 RUSCHIN DRIVE
 NEWARK CA, 94560-
School Type: Public Adult Schools with occupational programs
Phone: (510) 818-3700
Fax: (510) 794-2654
Internet/URL: <http://www.nusd.k12.ca.us>
Email: fmatsuoka@nusd.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: OAKLAND UNIFIED SCHOOL DISTRICT ADULT
Physical Address: 3709 EAST 12TH STREET
 OAKLAND CA, 94606-
School Type: Public Adult Schools with occupational programs
Phone: (510) 879-8146
Fax: (510) 879-1840
Internet/URL: <http://www.ousd.k12.ca.us/ousdaded/navigateframe.htm>
Email: lita@ousd.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Human Development, Family Studies, and Related Services, Other
Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Technology/Computer Systems Technology (NEW)

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 340080 PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS
Training Program(s): Business and Personal/Financial Services Marketing Operations (NEW)

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: OAKLAND-ALAMEDA REGIONAL OCCUPATIONAL
Physical Address: 2200 CENTRAL AVE
ALAMEDA CA, 94501-
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (510) 8798316
Fax: (510) 8791845
Internet/URL: <http://www.alameda-coe.k12.ca.us>
Email: <mailto:askacoe@acoe.k12.ca.us>

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care and Support Services Management (NEW)

Provider: OLYMPIA INSTITUTE
Physical Address: 833 MARKET ST STE 301
SAN FRANCISCO CA, 94103
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 543-1333
Fax:
Internet/URL: Not Available
Email: <mailto:>

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Bilingual and Multilingual Education

Provider: OXMAN COLLEGE
Physical Address: 375 3RD AVENUE
SAN FRANCISCO CA, 94118-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 751-6461
Fax: (415) 751-6458
Internet/URL: <http://www.oxmancollege.com>
Email: n a

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General

Provider: PLATT COLLEGE
Physical Address: 362 22ND STREET
OAKLAND CA, 94612
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: (510) 451-7800
Fax: (510) 451-7850
Internet/URL: <http://www.plattcollege.com>
Email: admissions@plattcollege.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: 283050 PARALEGAL PERSONNEL
Training Program(s): Legal Assistant/Paralegal

Provider: PLEASANTON UNIFIED ADULT
Physical Address: 4645 BERNAL AVE
PLEASANTON CA, 94566-
School Type: Public Adult Schools with occupational programs
Phone: (925) 426-4280
Fax: (925) 846-5317
Internet/URL: <http://www.pleasanton.k12.ca.us>
Email: glensparks@pleasanton.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant

Provider:	PRESIDIO WORLD COLLEGE	Financial Aid:	Yes	Doctorate Degree:	No
Physical Address:	PRESIDIO BLDG, BLDG 36 SAN FRANCISCO CA, 94129-	Veteran Approved:	Yes	Master Degree:	No
School Type:	Other Education	Job Placement:	No	Bachelor Degree:	Yes
Phone:	(415) 561-6590	Career Development:	Yes	Associate Degree:	No
Fax:	(415) 561-6483	Counseling:	Yes	Certificate:	No
Internet/URL:	http://www.presidioworldcollege.org	Child Care:	No	Diploma:	No
Email:	info@presidioworldcollege.org	Open Entry/Open Exit:	No		
		Distance Learning:	Yes		
		English as a Second Language:			No
Occupational Title:	580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD				
Training Program(s):	Sales, Distribution, and Marketing Operations, General				
Provider:	PRODUCTIVITY POINT INTERNATIONAL	Financial Aid:	Yes	Doctorate Degree:	No
Physical Address:	50 CALIFORNIA ST, STE 1600 SAN FRANCISCO CA, 94111-	Veteran Approved:	No	Master Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Job Placement:	No	Bachelor Degree:	No
Phone:	(415) 659-2000	Career Development:	No	Associate Degree:	No
Fax:	(415) 394-5181	Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.propoint.com	Child Care:	No	Diploma:	No
Email:	n a	Open Entry/Open Exit:	Yes		
		Distance Learning:	No		
		English as a Second Language:			No
Occupational Title:	251080 COMPUTER PROGRAMMER AIDES				
Training Program(s):	Computer Programming, Specific Applications (NEW)				
Occupational Title:	251050 COMPUTER PROGRAMMERS				
Training Program(s):	Computer Programming, Specific Applications (NEW)				
Occupational Title:	251040 COMPUTER SUPPORT SPECIALISTS				
Training Program(s):	Computer Systems Networking and Telecommunications (NEW)				
Provider:	PYRAMID COMPUTER TRAINING	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	15919 HESPERIAN BOULEVARD SAN LORENZO CA, 94580-	Veteran Approved:	No	Master Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Job Placement:	No	Bachelor Degree:	No
Phone:	(510) 276-0360	Career Development:	No	Associate Degree:	No
Fax:	(510) 276-0460	Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.pyramidtraining.com	Child Care:	No	Diploma:	No
Email:	noemi@pyramidtraining.com	Open Entry/Open Exit:	No		
		Distance Learning:	No		
		English as a Second Language:			No
Occupational Title:	251080 COMPUTER PROGRAMMER AIDES				
Training Program(s):	Computer Programming/Programmer, General				
Occupational Title:	251050 COMPUTER PROGRAMMERS				
Training Program(s):	Computer Programming/Programmer, General				
Provider:	S. F. COUNTY REGIONAL OCCUPATIONAL PROGRAM -	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	1370 43RD AVE SAN FRANCISCO CA, 94122-	Veteran Approved:	No	Master Degree:	No
School Type:	Secondary Schools with Occupational Programs (ROP and vocational/occupational education)	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(415) 242-2600	Career Development:	Yes	Associate Degree:	No
Fax:	(415) 242-2573	Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.sfusd.k12.ca.us	Child Care:	No	Diploma:	No
Email:	vcolonn@muse.sfufd.edu	Open Entry/Open Exit:	Yes		
		Distance Learning:	No		
		English as a Second Language:			No
Occupational Title:	857050 DATA PROCESSING EQUIPMENT REPAIRERS				
Training Program(s):	Computer Installation and Repair Technology/Technician				
Occupational Title:	340080 PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS				
Training Program(s):	Business and Personal/Financial Services Marketing Operations (NEW)				
Provider:	SAM BROWN GROUP INC INVESTIGATIVE CAREER	Financial Aid:	No	Doctorate Degree:	No
Physical Address:	1255 POST ST STE 740 SAN FRANCISCO CA, 94109-	Veteran Approved:	No	Master Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Job Placement:	Yes	Bachelor Degree:	No
Phone:	(415) 621-5918	Career Development:	Yes	Associate Degree:	No
Fax:	(415) 621-7627	Counseling:	Yes	Certificate:	Yes
Internet/URL:	http://www.sambrowngroup.com	Child Care:	No	Diploma:	Yes
Email:	mailto:sbgroup@worldnet.att.net	Open Entry/Open Exit:	Yes		
		Distance Learning:	No		
		English as a Second Language:			No
Occupational Title:	251080 COMPUTER PROGRAMMER AIDES				
Training Program(s):	Management Information Systems, General				
Occupational Title:	251050 COMPUTER PROGRAMMERS				
Training Program(s):	Management Information Systems, General				

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Management Information Systems, General

Provider: SAN FRANCISCO HOUSING AUTHORITY-COMPUTER
Physical Address: 10 SAN FRANCISCO LOCATIONS
 SAN FRANCISCO CA, 94124-
School Type: Public Adult Schools with Occupational Programs
Phone: (415) 715-3225
Fax: (415) 715-3181
Internet/URL: <http://www.ci.sf.ca.us/sfha>
Email: <mailto:computerlearning@sfha.org>

Financial Aid: Yes
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: No
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician

Provider: SAN FRANCISCO STATE UNIVERSITY
Physical Address: 1600 HOLLOWAY AVE
 SAN FRANCISCO CA, 94132-
School Type: Public 4- or more year Colleges and Universities,
 including all Graduate and Professional Schools
Phone: (415) 338-1111
Fax: (415) 338-6922
Internet/URL: <http://www.sfsu.edu>
Email: <mailto:ugadmit@sfsu.edu>

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Management Information Systems, General

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Management Information Systems, General

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Management Information Systems, General

Occupational Title: 283050 PARALEGAL PERSONNEL
Training Program(s): Legal Assistant/Paralegal

Occupational Title: 340080 PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS
Training Program(s): Public Relations/Image Management (NEW)

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): Sales, Distribution, and Marketing Operations, General

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Bilingual and Multilingual Education
 Mathematics Teacher Education
 Elementary Education and Teaching

Occupational Title: 340050 TECHNICAL WRITERS AND EDITORS
Training Program(s): Technical and Business Writing
 Creative Writing

Provider: SAN FRANCISCO STATE UNIVERSITY - COLLEGE OF
Physical Address: 425 MARKET ST
 SAN FRANCISCO CA, 94105-
School Type: Public 4- or more year Colleges and Universities,
 including all Graduate and Professional Schools
Phone: (415) 405-7700
Fax: (415) 338-7290
Internet/URL: <http://www.cel.sfsu.edu>
Email: sfsucel@sfsu.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 283050 PARALEGAL PERSONNEL
Training Program(s): Legal Assistant/Paralegal

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): Sales, Distribution, and Marketing Operations, General
 General Office Occupations and Clerical Services

Occupational Title: 340050 TECHNICAL WRITERS AND EDITORS
Training Program(s): Creative Writing

Provider: **SAN FRANCISCO VOCATIONAL SERVICES**
Physical Address: 814 MISSION ST, STE 600
SAN FRANCISCO CA, 94103-
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (415) 512-9500
Fax: (415) 512-9507
Internet/URL: <http://www.sfvocationalservices.org>
Email:

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: No
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services

Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Provider: **SCHOOL OF COMMUNICATION ELECTRONICS**
Physical Address: 2301 TELEGRAPH AVE
OAKLAND CA, 94612-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 208-1740
Fax: (510) 208-1742
Internet/URL: <http://www.sfsce.org>
Email: sf_sce@yahoo.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies
Computer Systems Networking and Telecommunications (NEW)

Provider: **SEQUOIA INSTITUTE**
Physical Address: 200 WHITNEY PLACE
FREMONT CA, 94539-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 490-6900
Fax: (510) 770-3873
Internet/URL: <http://www.sequoiainstitute.com>
Email: mailto:jprickett@sequoiainstitute.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Occupational Title: 859020 HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS
Training Program(s): Heating, Air Conditioning and Refrigeration Technology/Technician (ACH/ACR/ACHR/HRAC/HVAC/AC Technol
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HAC

Provider: **SILICON VALLEY COLLEGE OAKLAND**
Physical Address: 362 22ND STREET
OAKLAND CA, 94612-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 451-7800
Fax: (510) 451-7850
Internet/URL: <http://www.siliconvalley.edu>
Email: mailto:not available

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Provider: **SILICON VALLEY COLLEGE**
Physical Address: 41350 CHRISTY STREET
FREMONT CA, 94538-
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: (510) 623-9966
Fax: (510) 623-9822
Internet/URL: <http://www.svcollege.com>
Email: mailto:acroos@svcollege.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Allied Health and Medical Assisting Services, Other
Medical/Clinical Assistant

Provider: SOFTWARE ADV. TECH. INSTITUTE
Physical Address: 555 BUCKINGHAM WAY
 SAN FRANCISCO CA, 94132-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 731-7189
Fax: (415) 731-7191
Internet/URL: <http://www.saticareers.com>
Email: mailto:donald_filbert@saticareers.com

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: SUMMIT COLLEGE
Physical Address: 2111 FRANKLIN STREET
 OAKLAND CA, 94612-3003
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 452-2063
Fax: (510) 452-9430
Internet/URL: <http://www.summitcollege.org>
Email: info@summitcollege.org

Occupational Title: 553230 ORDER CLERKS, MATERIALS, MERCHANDISE, AND SERVICE
Training Program(s): General Office Occupations and Clerical Services
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): General Office Occupations and Clerical Services

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: TECHSKILLS, LLC
Physical Address: 150 SPEAR STREET, STE. 1250
 SAN FRANCISCO CA, 94105-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (415) 442-0150
Fax: (415) 882-1917
Internet/URL: <http://www.techskills.com>
Email: <mailto:dadams@techskills.com>

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 2600 KITTY HAWK ROAD, # 117
 LIVERMORE CA, 94550-
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (925) 455-4800
Fax: (925) 449-9126
Internet/URL: <http://www.tvrop.org>
Email: thern@tvrop.org

Occupational Title: 680380 CHILD CARE WORKERS
Training Program(s): Child Care and Support Services Management (NEW)
Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Management Information Systems, General
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Management Information Systems, General
Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies
 Management Information Systems, General
Occupational Title: 580230 STOCK CLERKS - STOCKROOM, WAREHOUSE OR STORAGE YARD
Training Program(s): Sales, Distribution, and Marketing Operations, General

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: UNITEK
Physical Address: 29465 PASEO PADRE PKWY #2900
 FREMONT CA, 94538-
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 249-1060
Fax: (510) 249-9125
Internet/URL: <http://www.unitek.com>
Email: <mailto:info@unitek.com>

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming, Specific Applications (NEW)
Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming, Specific Applications (NEW)
Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: UNIVERSITY OF CALIFORNIA EXTENSION
Physical Address: 1995 UNIVERSITY AVENUE
 BERKELEY CA, 94720-7007
School Type: Public 4- or more year Colleges and Universities,
 including all Graduate and Professional Schools
Phone: (510) 643-9905
Fax: (510) 643-2333
Internet/URL: <http://www.unex.berkeley.edu>
Email: <mailto:cmh@unex.berkeley.edu>

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies
Occupational Title: 859020 HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS
Training Program(s): Heating, Air Conditioning and Refrigeration Technology/Technician (ACH/ACR/ACHR/HRAC/HVAC/AC Technology)
Occupational Title: 273080 HUMAN SERVICES WORKERS
Training Program(s): Substance Abuse/Addiction Counseling

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Provider: UNIVERSITY OF CALIFORNIA, BERKELEY
Physical Address: 200 CALIFORNIA HALL
 BERKELEY CA, 94720-
School Type: Public 4- or more year Colleges and Universities,
 including all Graduate and Professional Schools
Phone: (510) 642-6727
Fax: (510) 642-8153
Internet/URL: <http://www.berkeley.edu>
Email: ouars@uclink.berkeley.edu

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Bilingual and Multilingual Education
 Reading Teacher Education
 Mathematics Teacher Education
 English/Language Arts Teacher Education
 Education, General
 Elementary Education and Teaching
 Foreign Language Teacher Education

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: No

Provider: UNIVERSITY OF PHOENIX
Physical Address: 185 BERRY ST, BLDG 3
 SAN FRANCISCO CA, 94107-
School Type: Private 4- or more year Colleges and Universities,
 including Graduate and Professional Schools
Phone: (415) 495-3370
Fax: (415) 495-3505
Internet/URL: <http://www.phoenix.edu>
Email: jkempton@apollogrp.edu

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Information Science/Studies

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: No
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: Yes
Diploma: No

Provider: UNIVERSITY OF PHOENIX - NORTHERN

Financial Aid: Yes **Doctorate Degree:** No

Physical Address: 7901 STONERIDGE DRIVE, STE 130
PLEASANTON CA, 94588-
School Type: Public 4- or more year Colleges and Universities,
including all Graduate and Professional Schools
Phone: (925) 847-7640
Fax: (925) 734-6353
Internet/URL: <http://www.phoenix.edu>
Email: heather.cornell@apollogrp.edu

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Elementary Education and Teaching

Provider: UNIVERSITY OF SAN FRANCISCO
Physical Address: 2130 FULTON ST
SAN FRANCISCO CA, 94117-1080
School Type: Private 4- or more year Colleges and Universities,
including Graduate and Professional Schools
Phone: (415) 422-5555
Fax: (415) 422-2217
Internet/URL: <http://www.usfca.edu>
Email: n a

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Mathematics Teacher Education
Bilingual and Multilingual Education

Provider: US DEPARTMENT OF LABOR APPRENTICESHIP AND
Physical Address: 1301 CLAY STREET, SUITE 1090
OAKLAND CA, 94612-
School Type: Apprenticeship Programs
Phone: (510) 637-2951
Fax: (510) 637-2953
Internet/URL: <http://www.calapprenticeship.org>
Email: ckamara@doleta.gov

Occupational Title: 872020 ELECTRICIANS
Training Program(s): Electrician

Occupational Title: 859020 HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS
Training Program(s): Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HAC

Provider: VISTA COMMUNITY COLLEGE
Physical Address: 2020 MILVIA STREET
BERKELEY CA, 94704-1183
School Type: Community Colleges
Phone: (510) 981-2800
Fax: (510) 841-7333
Internet/URL: <http://www.peralta.cc.ca.us>
Email: sfogarino@peralta.cc.ca.us

Occupational Title: 251080 COMPUTER PROGRAMMER AIDES
Training Program(s): Computer Programming/Programmer, General

Occupational Title: 251050 COMPUTER PROGRAMMERS
Training Program(s): Computer Programming/Programmer, General

Provider: WESTERN CAREER COLLEGE
Physical Address: 170 BAYFAIR MALL
SAN LEANDRO CA, 94578-3711
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 276-3888
Fax: (510) 276-3653
Internet/URL: <http://www.westerncollege.com>
Email: not applicable

Occupational Title: 660050 MEDICAL ASSISTANTS
Training Program(s): Medical/Clinical Assistant

Veteran Approved: Yes **Master Degree:** Yes
Job Placement: Yes **Bachelor Degree:** Yes
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** No
Child Care: No **Diploma:** Yes
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No

Financial Aid: Yes **Doctorate Degree:** Yes
Veteran Approved: Yes **Master Degree:** Yes
Job Placement: Yes **Bachelor Degree:** Yes
Career Development: Yes **Associate Degree:** No
Counseling: Yes **Certificate:** Yes
Child Care: Yes **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: Yes

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: No **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Financial Aid: Yes **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** Yes
Counseling: Yes **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Financial Aid: Yes **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: Yes **Bachelor Degree:** No
Career Development: Yes **Associate Degree:** Yes
Counseling: No **Certificate:** Yes
Child Care: No **Diploma:** No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Provider: WESTERN INSTITUTE FOR SOCIAL RESEARCH
Physical Address: 3220 SACRAMENTO STREET
 BERKELEY CA, 94702-
School Type: Private 4- or more year Colleges and Universities,
 including Graduate and Professional Schools
Phone: (510) 655-2830
Fax: (510) 655-2831
Internet/URL: <http://www.wisr.edu>
Email: <mailto:mail@wisr.edu>

Occupational Title: 313050 TEACHERS, ELEMENTARY SCHOOL
Training Program(s): Education, General

Financial Aid: No **Doctorate Degree:** Yes
Veteran Approved: No **Master Degree:** Yes
Job Placement: No **Bachelor Degree:** Yes
Career Development: Yes **Associate Degree:** No
Counseling: No **Certificate:** No
Child Care: No **Diploma:** No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Provider: YOUTH FOR SERVICE
Physical Address: PIER 96 - ADMIN BUILDING
 SAN FRANCISCO CA, 94124-1747
School Type: Secondary Schools with Occupational Programs (ROP and
 vocational/occupational education)
Phone: (415) 621-5555
Fax: (415) 431-3389
Internet/URL: <http://www.youthforservice.org>
Email: yfs@youthforservice.org

Occupational Title: 251040 COMPUTER SUPPORT SPECIALISTS
Training Program(s): Computer Systems Networking and Telecommunications (NEW)

Occupational Title: 857050 DATA PROCESSING EQUIPMENT REPAIRERS
Training Program(s): Computer Installation and Repair Technology/Technician
 Computer Technology/Computer Systems Technology (NEW)

Financial Aid: No **Doctorate Degree:** No
Veteran Approved: Yes **Master Degree:** No
Job Placement: No **Bachelor Degree:** No
Career Development: No **Associate Degree:** No
Counseling: No **Certificate:** Yes
Child Care: No **Diploma:** Yes
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No



OAKLAND PRIVATE INDUSTRY COUNCIL, INC.

The California Cooperative
CCOIS
Occupational Information System

California Career
**Cal
CRN**
Resource Network

